

State of Alaska FY2022 Governor's Operating Budget

Department of Administration Accounting Component Budget Summary

Component: Accounting

Contribution to Department's Mission

To provide efficient, cost-effective, and customer-focused accounts payable, travel and expense processing, aged accounts receivable (A/R), and debt recovery services to State of Alaska agencies.

Results

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

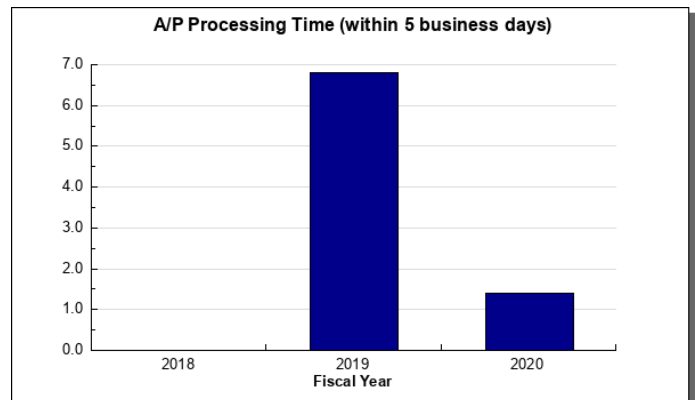
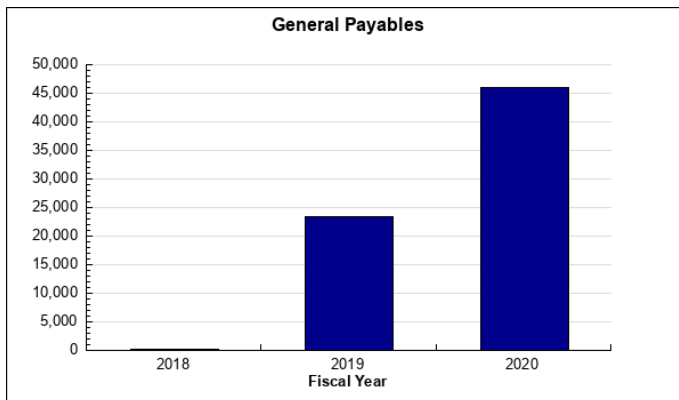
Core Services

- Process invoices for payment.
- Reconcile and clear PCard transactions.
- Process and approve travel expense reports.
- Process aged A/R pre-collections inventory and management.
- Customer account management.
- Debt recovery management.

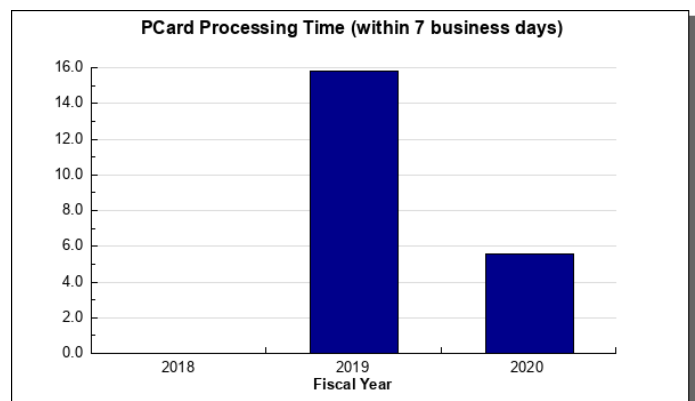
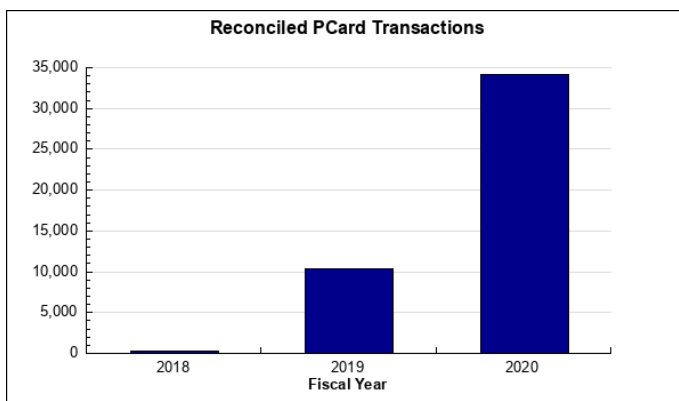
Measures by Core Service

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

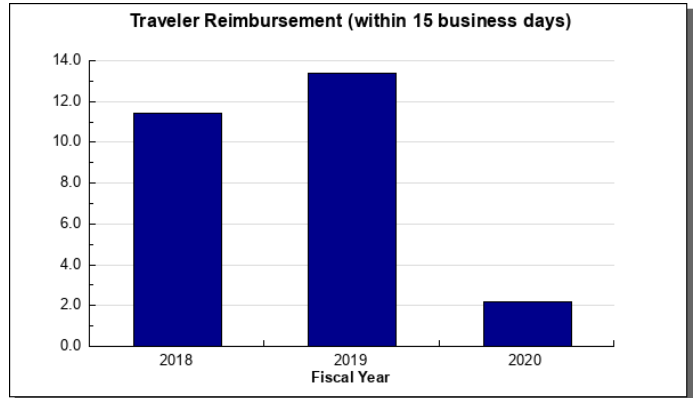
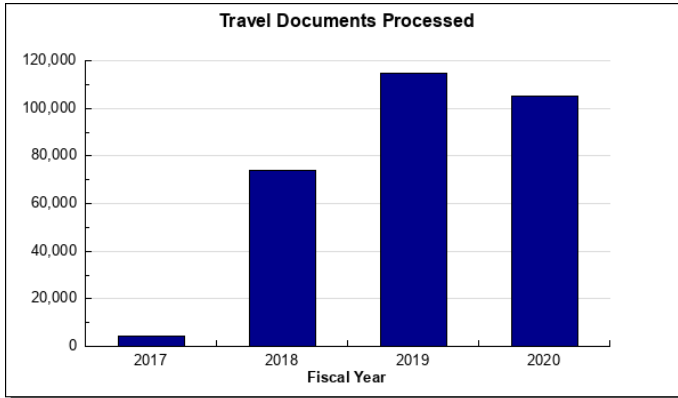
1. Process invoices for payment.



2. Reconcile and clear PCard transactions.

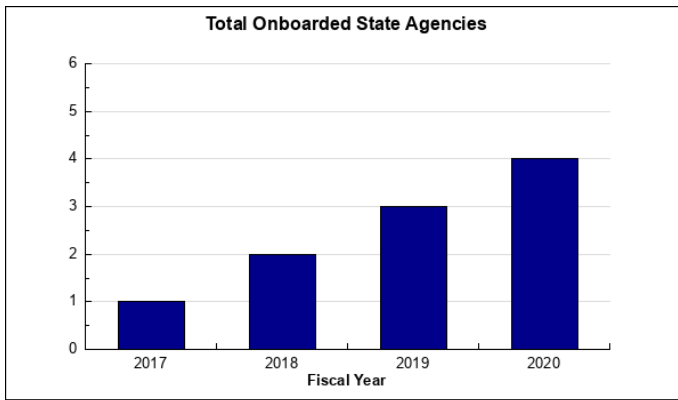


3. Process and approve travel expense reports.

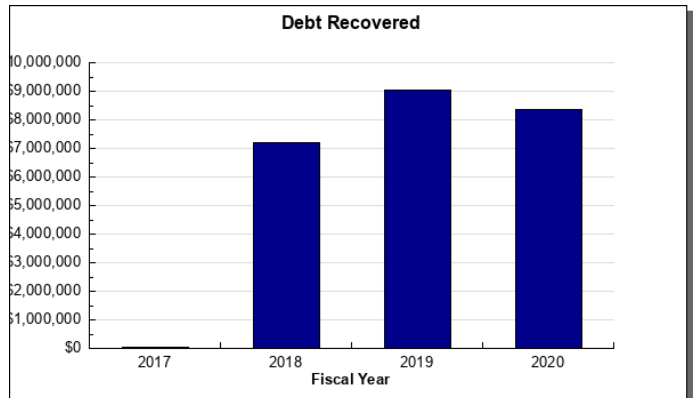
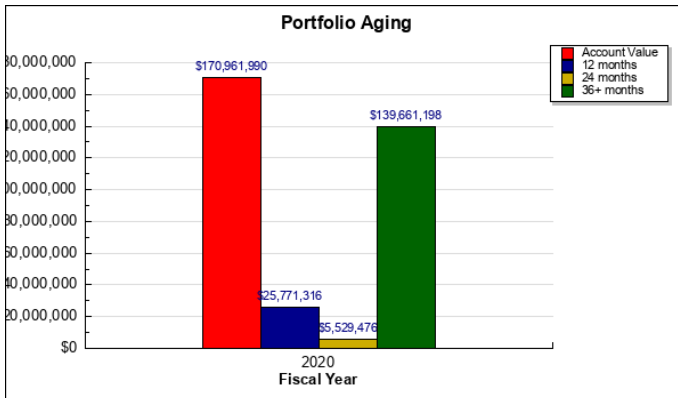


4. Process aged A/R pre-collections inventory and management.

5. Customer account management.



6. Debt recovery management.



Major Component Accomplishments in 2020

- Effectively implemented telework in response to COVID-19.
- Reduced transaction cycle times by 66% in accounts payable (A/P) and 85% in travel and expense processing.
- Expanded services and increased documents processed by 25%.
- Reduced the interagency document rate chargeback by 22%.
- Created nine automated business intelligence reports in Power BI to improve enterprise-wide data reporting for the State.

- The Accounting component is now processing A/P for 10 departments and travel for 12 departments, with additional departments onboarding in FY2021.
- Staffing units were redesigned to create specialized work pods composed of subject matter experts.
- Created a trainer position and an audio/visual classroom to deliver standardized trainings for internal staff and external department staff.
- Improved portal ticket processing to reduce steps and increase user understanding.
- Developed monthly Corporate Travel Management (CTM) fee billings.
- Renegotiated the existing vendor contract for the collection of aged accounts receivable.
- Partnered with a new master vendor for the collection of aged accounts receivable on behalf of departments.
- Expanded the aged accounts receivable program with the onboarding of two additional agencies: Department of Transportation and Public Facilities and the Department of Labor and Workforce Development-Mechanical Inspections.

Key Component Challenges

Positions continue to be transferred from other departments requiring set up of workspaces, 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 Shared Services.

Significant Changes in Results to be Delivered in FY2022

- Onboard additional workload volumes that were previously considered out of scope.
- Implementing the procure-to-pay process.
- Create process for central receiving of invoices.
- Expand delivery of training to internal staff and external department staff while leveraging technology to enhance processes.
- Processes continue to be examined and refined to take full advantage of the IRIS 4.0 update and aligned with opportunities to automate processes.
- Establish a comprehensive enterprise-wide database for aged accounts receivable and debt recovery.
- Implement intercepts across the State's departments and with the federal Treasury Offset Program (TOP).

Statutory and Regulatory Authority

No statutes and regulations.

Contact Information
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Accounting Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2021 Management Plan	FY2022 Governor		
Full-time	77	72	Annual Salaries	3,964,442
Part-time	0	10	COLA	37,507
Nonpermanent	0	0	Premium Pay	7,697
			Annual Benefits	2,694,746
			<i>Less 6.87% Vacancy Factor</i>	(460,792)
			Lump Sum Premium Pay	0
Totals	77	82	Total Personal Services	6,243,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	2	0	2
Accounting Clerk	0	0	11	0	11
Accounting Technician I	10	0	21	0	31
Accounting Technician II	5	0	9	0	14
Accounting Technician III	3	0	6	0	9
Administrative Assistant I	0	0	1	0	1
Administrative Assistant II	1	0	1	0	2
Administrative Officer II	0	0	1	0	1
Bus An/IA II	0	0	1	0	1
Bus An/IA III	0	0	1	0	1
Bus Sv Pr Mn I	1	0	0	0	1
Bus Sv Pr Mn II	1	0	3	0	4
Division Director - Px	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Program Coordinator II	1	0	0	0	1
Totals	22	0	60	0	82

Component Detail All Funds
Department of Administration

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

Non-Formula Component

	FY2020 Actuals	FY2021 Conference Committee	FY2021 Authorized	FY2021 Management Plan	FY2022 Governor	FY2021 Management Plan vs FY2022 Governor	
71000 Personal Services	4,411.4	6,987.8	6,987.8	6,747.6	6,243.6	-504.0	-7.5%
72000 Travel	2.4	3.7	3.7	3.7	3.7	0.0	0.0%
73000 Services	832.5	1,348.9	1,348.9	1,501.9	855.8	-646.1	-43.0%
74000 Commodities	3.5	18.0	18.0	18.0	18.0	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%
Totals	5,249.8	8,358.4	8,358.4	8,271.2	7,121.1	-1,150.1	-13.9%
Fund Sources:							
1005 GF/Prgm (DGF)	2,625.4	3,461.8	3,461.8	3,461.8	3,847.4	385.6	11.1%
1007 I/A Rcpts (Other)	2,624.4	4,896.6	4,896.6	4,809.4	3,273.7	-1,535.7	-31.9%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	2,625.4	3,461.8	3,461.8	3,461.8	3,847.4	385.6	11.1%
Other Funds	2,624.4	4,896.6	4,896.6	4,809.4	3,273.7	-1,535.7	-31.9%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	75	79	79	77	72	-5	-6.5%
Permanent Part Time	0	0	0	0	10	10	100.0%
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 FY2021 Conference Committee To FY2021 Authorized *****												
Conference Committee												
1005 GF/Prgm	ConfCom	8,358.4	6,987.8	3.7	1,348.9	18.0	0.0	0.0	0.0	79	0	0
1007 I/A Rcpts		3,461.8										
		4,896.6										
	Subtotal	8,358.4	6,987.8	3.7	1,348.9	18.0	0.0	0.0	0.0	79	0	0
***** Changes From FY2021 Authorized To FY2021 Management Plan *****												
Align Authority with Anticipated Expenditures												
LIT		0.0	-153.0	0.0	153.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
Transfer Administrative Assistant (20-1070) to Facilities Services for Program Alignment												
Atroat		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Transfer one full-time Department of Administration facility support position to the Division of Facilities Services, formed in FY2019, and housed in the Department of Transportation and Public Facilities. The State of Alaska is transitioning from the decentralized method of facility maintenance to the shared services method. By centralizing this function within the Department of Transportation and Public Facilities, the process of maintaining public facilities can become far more effective and efficient. With added accountability between the Department of Transportation and Public Facilities (as the service provider) and customer agencies (the facilities owner), the process of maintaining these buildings can be streamlined and result in savings.												
Budget authority is retained by the department to fund a reimbursable services agreement with the Division of Facilities Services for the cost of services provided.												
Positions to be transferred:												
Full-time, Administrative Assistant I (20-1070), range 12, located in Juneau												
Transfer Accounting Clerk (10-0243) to Risk Management for Program Alignment												
Trout		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
The Department of Administration, Administrative Services is transferring a vacant position for the continued work of Oversight and Review within Risk Management. Job classification to be determined upon review of duties by the Division of Personnel, Classification section.												
This change reallocates the duties of the Accounting Clerk (10-0243), range 10, located in Juneau from Accounting to Division of Risk Management.												
Transfer to Statewide Contracting Office to Align with Anticipated Reimbursable Services Agreements												
1007 I/A Rcpts	Trout	-87.2	-87.2	0.0	0.0	0.0	0.0	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	
Transfer authority from Accounting to the Statewide Contracting Office to align with anticipated reimbursable services agreements.												
	Subtotal	8,271.2	6,747.6	3.7	1,501.9	18.0	0.0	0.0	0.0	77	0	0
***** Changes From FY2021 Management Plan To FY2022 Governor *****												
FY2022 Salary Adjustments												
	SalAdj	41.3	41.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
	1005 GF/Prgm	10.6										
	1007 I/A Rcpts	30.7										
FY2022 1% COLA for ASEA/General Government (GG/GP/GY/GZ): \$41.3												
Reclass Ten Vacant Accounting Technicians from Full-time to Four-month Seasonal												
	Dec	-552.0	-552.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
	1007 I/A Rcpts	-552.0										
Accounting workloads fluctuate throughout the year, having seasonal staff helps optimize staff capacity. This reduction in interagency receipt authority reduces chargebacks paid by departments to the Department of Administration.												
Change vacant positions from full-time to part-time for an adjustment in the workload: Accounting Technician I (PCN 01-133X), range 12, located in Juneau Accounting Technician I (PCN 02-5184), range 12, located in Juneau Accounting Technician I (PCN 03-0058), range 12, located in Juneau Accounting Technician I (PCN 05-0506), range 12, located in Juneau Accounting Technician I (PCN 05-1689), range 12, located in Juneau Accounting Technician I (PCN 06-0014), range 12, located in Anchorage Accounting Technician I (PCN 08-0467), range 12, located in Juneau Accounting Technician I (PCN 20-1077), range 12, located in Juneau Accounting Technician I (PCN 25-0276), range 12, located in Anchorage Accounting Technician I (PCN 25-2328), range 12, located in Juneau												
Align Authority with Anticipated Central Services Revenue												
	Dec	-1,035.6	0.0	0.0	-1,035.6	0.0	0.0	0.0	0.0	0	0	0
	1007 I/A Rcpts	-1,035.6										

Align budget authority with anticipated revenue based on current fiscal year approved central services cost allocation rates for accounts payable and travel accounting support provided by Shared Services.

There have been efficiency gains and cost savings achieved in Shared Services as departments continue to onboard. Over the past year, Shared Services of Alaska has reduced processing times by 66 percent for accounts payable and 85 percent for travel. As a result, Shared Services' central services cost allocation rate per document processed in FY2021 was 22 percent less than FY2020, which has resulted in a higher level of budget authority than necessary.

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	
Transfer Authority from Print Services to Align with Anticipated Expenditures												
1007 I/A Rcpts	Trin	39.5	0.0	0.0	39.5	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from Print Services contractual services to cover anticipated contractual services costs. The remaining contractual services authority is sufficient to cover anticipated expenditures.												
Transfer Program Coordinator (02-5098) from Lease Administration for Program Alignment												
1007 I/A Rcpts	Trin	110.1	110.1	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Program Coordinator (02-5098), range 20, located in Anchorage from Lease Administration to Accounting to align programmatic need for the Collections/Debt Recovery program.												
Transfer Office Assistant (10-4231) to Office of Procurement and Property Management for Program Alignment												
	Trout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Transfer full-time Office Assistant (10-4231) from Accounting to the Office of Procurement and Property Management to align with programmatic needs. The position will be reclassified to a Stocks and Parts Services I to support the Federal Surplus Property Program.												
Transfer Administrative Officer II (02-5108) from Statewide Contracting and Property Office for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Administrative Officer II (02-5108), range 19, located in Juneau from Statewide Contracting and Property Office for program alignment.												
Transfer Authority from Lease Administration to Cover Personal Services Costs												
1007 I/A Rcpts	Trin	246.6	246.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from Lease Administration to Accounting to cover personal services costs for split positions that are not transferring to the Department of Transportation and Public Facilities.												
Transfer Accounting Technician II (02-5155) from Facilities Administration for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Accounting Technician II (02-5155), range 14, located in Juneau from Facilities Administration for program alignment.												
Transfer Accounting Technician II (02-5177) from Facilities Administration for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Accounting Technician II (02-5177), range 14, located in Juneau from Facilities Administration for program alignment.												

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	
Transfer Accountant IV (02-5162) from Lease Administration for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Accountant IV (02-5162), range 20, located in Juneau from Facilities Administration for program alignment.												
Transfer Division Operations Manager (02-5001) from Statewide Contracting and Property Office for Program Alignment												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
Transfer full-time Division Operations Manager (02-5001), range 24, located in Juneau from Statewide Contracting and Property for Program Alignment.												
Reclass Ten Accounting Technicians from Full-time to Four-month Seasonal												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-10	10	0
Accounting workloads fluctuate throughout the year, having seasonal staff helps optimize staff capacity. This reduction in interagency receipt authority reduces chargebacks paid by departments to the Department of Administration.												
Change full-time to part-time for an adjustment in the workload: Accounting Technician I (PCN 01-133X), range 12, located in Juneau Accounting Technician I (PCN 02-5184), range 12, located in Juneau Accounting Technician I (PCN 03-0058), range 12, located in Juneau Accounting Technician I (PCN 05-0506), range 12, located in Juneau Accounting Technician I (PCN 05-1689), range 12, located in Juneau Accounting Technician I (PCN 06-0014), range 12, located in Anchorage Accounting Technician I (PCN 08-0467), range 12, located in Juneau Accounting Technician I (PCN 20-1077), range 12, located in Juneau Accounting Technician I (PCN 25-0276), range 12, located in Anchorage Accounting Technician I (PCN 25-2328), range 12, located in Juneau												
Transfer Authority to Cover Services Costs												
	LIT	0.0	-350.0	0.0	350.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated contractual services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
Debt Recovery Consolidation												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		375.0										
1007 I/A Rcpts		-375.0										

Shared Services of Alaska (SSoA) will consolidate all debt, estimated to be \$300 million of the State's deficit, and employ enhanced collection measures for recovery. By creating an interactive database for centralized revenue recovery efforts and implementing enhanced intercept programs, SSoA has the ability to generate \$30 million in debt recoveries over five years.

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		
										PFT	PPT	NP
	Totals	7,121.1	6,243.6	3.7	855.8	18.0	0.0	0.0	0.0	72	10	0

Line Item Detail (1676)
Department of Administration
Travel

Component: Accounting (3134)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000	Travel		2.4	3.7	3.7
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000 Travel Detail Totals			2.4	3.7	3.7
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	2.4	3.7	3.7

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000	Services		832.5	1,501.9	855.8
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals			832.5	1,501.9	855.8
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.0	2.4	2.4
3001	Financial Services	Management and consulting services	143.6	0.0	7.0
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	0.2	0.0	3.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	6.5	50.0	50.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	0.4	1.0	1.0
3006	Delivery Services	Freight, courier services, and postage	0.3	0.0	0.3
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.8	0.0	0.8
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	2.7	1.4	6.0
3011	Other Services	Unbudgeted RSAs with other State agencies	0.0	737.3	39.6
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	225.5	80.0	0.0

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals				832.5	1,501.9	855.8
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	20.7	70.0	24.0
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.4	1.0	1.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	46.5	40.3	0.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Reappropriation Assistance for SSoA	5.3	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	243.4	301.2	301.2
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	0.0	15.2	15.2
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law	4.8	6.0	12.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	1.5	1.7	1.7
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	5.2	14.2	13.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.6	1.0	1.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	SSoA Accounts Payable and Travel Chargeback	8.7	7.0	9.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	61.1	43.1	110.0
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)		0.0	89.0	189.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner's Office chargeback	48.1	33.5	62.0
3038	Inter-Agency	Admin - Stwd Contracting and	SSoA Procurement chargeback	6.2	6.6	6.6

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals			832.5	1,501.9	855.8
Management/Consulting	Property (3262)				

Line Item Detail (1676)
Department of Administration
Commodities

Component: Accounting (3134)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000	Commodities		3.5	18.0	18.0
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
		4000 Commodities Detail Totals	3.5	18.0	18.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	3.5	18.0	18.0

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5005 GF/Prgm (1005 GF/Prgm)			6,224.9	3,461.8	3,847.4
5102 Program Receipts Public Protection - Fines and Forfeitures			6,212.1	2,368.5	2,942.7
5104 Program Receipts Charges for Services - 3rd Party Collectns			12.8	3.5	3.5
5120 Program Receipts - Other Revenue			0.0	1,089.8	901.2
5007 I/A Rcpts (1007 I/A Rcpts)			2,624.4	4,809.4	3,273.7
5301 Inter-Agency Receipts			0.0	80.0	0.0
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	1.9	94.6	0.0
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	7.0	12.6	7.0
5301 Inter-Agency Receipts	Admin - Administrative Services (46)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	3.7	0.0	0.0
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	8.9	25.2	0.0
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	35.9	105.0	45.0
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	3.0	6.3	3.0
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Reimbursable services agreement within the Department of Administration for travel and	0.8	0.0	0.0

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5301 Inter-Agency Receipts	Admin - Facilities Administration (2430)	accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	0.3	7.9	7.9
5301 Inter-Agency Receipts	Admin - Finance (59)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	8.3	28.0	28.0
5301 Inter-Agency Receipts	Admin - Labor Relations (58)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	4.6	5.5	5.5
5301 Inter-Agency Receipts	Admin - Lease Administration (2304)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	0.3	7.9	7.9
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	40.1	45.0	45.0
5301 Inter-Agency Receipts	Admin - Office of Public Advocacy (43)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	14.5	22.0	22.0
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	8.9	3.9	3.9
5301 Inter-Agency Receipts	Admin - Personnel (56)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	12.1	34.7	15.0
5301 Inter-Agency Receipts	Admin - Print Services (2333)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	0.1	0.0	0.0

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	45.2	135.5	0.0
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	4.7	32.0	32.0
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	2.8	3.9	3.9
5301 Inter-Agency Receipts	Admin - Satellite Infrastructure (2349)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	2.9	0.0	0.0
5301 Inter-Agency Receipts	Admin - SATS (2958)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	41.6	0.0	0.0
5301 Inter-Agency Receipts	Admin - Stwd Contracting and Property (3262)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	1.0	12.6	12.6
5301 Inter-Agency Receipts	Admin - Violent Crimes Comp Board (2694)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	3.4	2.4	0.0
5301 Inter-Agency Receipts	Commerce - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	102.7	222.1	67.8
5301 Inter-Agency Receipts	Correct - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	462.5	288.0	288.0
5301 Inter-Agency Receipts	E&ED - Department-wide	Reimbursable services agreement	98.5	242.7	59.5

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5301 Inter-Agency Receipts	EnvCon - Department-wide	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	163.3	172.4	153.7
5301 Inter-Agency Receipts	FishGm - Department-wide	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	0.5	58.3	58.3
5301 Inter-Agency Receipts	H&SS - Department-wide	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	299.0	290.5	290.5
5301 Inter-Agency Receipts	Labor - Department-wide	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	238.6	262.7	175.7
5301 Inter-Agency Receipts	Law - Department-wide	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	52.0	371.4	101.5
5301 Inter-Agency Receipts	NatRes - Department-wide	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	444.5	355.0	355.0
5301 Inter-Agency Receipts	NOT FOUND (3136)		0.0	3.9	0.0
5301 Inter-Agency Receipts	PubSaf - Department-wide	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	68.5	364.4	68.5
5301 Inter-Agency Receipts	Rev - Department-wide	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	23.0	44.0	500.0
5301 Inter-Agency Receipts	Trans - Department-wide	within the Department of Administration for travel and accounts payable services Reimbursable services agreement	419.3	1,469.0	916.5

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code)	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
Revenue Source		within the Department of Administration for travel and accounts payable services			

Inter-Agency Services (1682)
Department of Administration

Component: Accounting (3134)

				FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
Component Totals				678.0	709.8	745.7
With Department of Administration				673.2	703.8	733.7
With Department of Law				4.8	6.0	12.0
Object Class	Servicing Agency	Explanation		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	225.5	80.0	0.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	20.7	70.0	24.0
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.4	1.0	1.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	46.5	40.3	0.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Reappropriation Assistance for SSoA	5.3	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	243.4	301.2	301.2
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	0.0	15.2	15.2
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law	4.8	6.0	12.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	1.5	1.7	1.7
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	5.2	14.2	13.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.6	1.0	1.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	SSoA Accounts Payable and Travel Chargeback	8.7	7.0	9.0
3038	Inter-Agency	Admin - Administrative Services (46)	Administrative chargeback	61.1	43.1	110.0

Inter-Agency Services (1682)
Department of Administration

Component: Accounting (3134)

Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3038 Management/Consulting	Inter-Agency	Admin - Alaska Division of IT (3141)	0.0	89.0	189.0
3038 Management/Consulting	Inter-Agency	Admin - Office of the Commissioner (45)	48.1	33.5	62.0
3038 Management/Consulting	Inter-Agency	Admin - Stwd Contracting and Property (3262)	6.2	6.6	6.6

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2022 Governor (17280)
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 Technician I	PT	A	GP	Juneau	205	12A / B	4.0		13,937	187	0	11,058	25,182	0
02-1116	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,603	680	0	36,198	87,481	0
02-2020	Accounting Technician I	FT	A	GP	Juneau	205	12K / L	12.0		55,780	750	0	37,979	94,509	0
02-3203	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		44,920	604	0	34,243	79,767	0
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24J	4.3	**	43,893	0	0	21,847	65,740	0
02-5034	Accounting Technician III	FT	A	SS	Anchorage	200	16E / F	12.0		65,166	0	0	41,247	106,413	0
02-5051	Administrative Assistant I	FT	A	GP	Juneau	205	12C	3.4	**	12,727	224	0	9,702	22,653	0
02-5068	Accounting Technician I	FT	A	GP	Juneau	205	12K	12.0		54,464	732	0	37,526	92,722	0
02-5098	Program Coordinator II	FT	A	SS	Anchorage	200	20A / B	12.0		74,857	0	0	44,581	119,438	0
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19J	4.3	**	32,310	0	0	17,862	50,172	0
02-5138	Administrative Assistant II	FT	A	GP	Juneau	205	14G	2.8	**	13,582	226	0	9,057	22,865	0
02-5146	Accounting Technician I	FT	A	GP	Juneau	205	12L / M	12.0		56,448	759	0	38,208	95,415	0
02-5155	Accounting Technician II	FT	A	GP	Juneau	205	14L / M	8.0	**	44,441	929	7,697	30,462	83,529	0
02-5159	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,330	676	0	36,104	87,110	0
02-5162	Accountant IV	FT	A	SS	Juneau	205	20F	4.2	**	31,755	0	0	17,514	49,269	0
02-5177	Accounting Technician I	FT	A	GP	Juneau	205	12K	3.0	**	13,762	232	0	9,432	23,426	0
02-5182	Division Director - Px	FT	A	XE	Juneau	N05	27N	10.0	**	126,793	0	0	59,189	185,982	0
02-5184	Accounting Technician I	PT	A	GP	Juneau	205	12A / B	4.0		13,937	187	0	11,058	25,182	0
02-5185	Accounting Technician I	FT	A	GP	Juneau	205	12D / E	12.0		46,402	624	0	34,753	81,779	0
02-5186	Accounting Technician I	FT	A	GP	Anchorage	100	12B / C	12.0		41,842	562	0	33,184	75,588	0
02-5187	Accounting Technician I	FT	A	GP	Anchorage	200	12D / E	12.0		45,084	606	0	34,299	79,989	0
02-5188	Bus An/IA II	FT	A	GP	Juneau	205	18C / D	12.0		67,176	903	0	41,899	109,978	0
02-5189	Bus Sv Pr Mn II	FT	A	SS	Juneau	205	22J	12.0		107,016	0	0	55,644	162,660	0
02-5191	Bus Sv Pr Mn I	FT	A	GP	Anchorage	200	20F / G	12.0		83,296	1,120	0	47,444	131,860	0
02-5192	Bus An/IA III	FT	A	SS	Juneau	205	21E / F	12.0		95,615	0	0	51,722	147,337	0
02-6305	Accounting Technician III	FT	A	SS	Juneau	605	16D / E	12.0		65,515	0	0	41,367	106,882	0
02-6306	Accounting Technician III	FT	A	GP	Juneau	205	16F / G	12.0		65,772	884	0	41,416	108,072	0
03-0058	Accounting Technician I	PT	A	GP	Juneau	205	12A	4.0		13,884	187	0	11,040	25,111	0
03-0213	Bus Sv Pr Mn II	FT	A	SS	Anchorage	200	22E / F	12.0		98,696	0	0	52,782	151,478	0
03-0370	Accountant IV	FT	A	SS	Juneau	205	20E / F	12.0		87,736	0	0	49,011	136,747	0
04-5015	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,379	529	0	32,337	72,245	0
05-0506	Accounting Technician I	PT	A	GP	Juneau	205	12A	4.0		13,884	187	0	11,040	25,111	0
05-1689	Accounting Technician I	PT	A	GP	Juneau	205	12A	4.0		13,884	187	0	11,040	25,111	0
05-3020	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		39,117	526	0	32,247	71,890	0
05-7008	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,261	676	0	36,080	87,017	0
06-0014	Accounting Technician I	PT	A	GP	Anchorage	200	12A	4.0		13,221	178	0	10,811	24,210	0
06-0105	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		44,920	604	0	34,243	79,767	0
06-1713	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		45,266	608	0	34,362	80,236	0

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Personal Services Expenditure Detail
Department of Administration

Scenario: FY2022 Governor (17280)
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
06-3868	Accounting Technician II	FT	A	GP	Anchorage	200	14B / C	12.0		47,795	642	0	35,232	83,669	0
07-1202	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,473	531	0	32,369	72,373	0
07-1211	Accounting Technician III	FT	A	SS	Juneau	605	16B / C	12.0		60,609	0	0	39,680	100,289	0
07-1223	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,057	673	0	36,010	86,740	0
08-0467	Accounting Technician I	PT	A	GP	Juneau	205	12A	4.0		13,884	187	0	11,040	25,111	0
08-0475	Accounting Technician I	FT	A	GP	Juneau	205	12J	12.0		52,748	709	0	36,936	90,393	0
08-1112	Accounting Technician III	FT	A	SS	Juneau	605	16B / C	12.0		61,714	0	0	40,060	101,774	0
08-5065	Administrative Assistant II	FT	A	GP	Anchorage	200	14B / C	12.0		47,665	641	0	35,187	83,493	0
10-0204	Accounting Technician III	FT	A	SS	Anchorage	600	16C / D	12.0		59,810	0	0	39,405	99,215	0
10-0225	Accounting Technician III	FT	A	SS	Anchorage	600	16K	12.0		69,763	0	0	42,829	112,592	0
10-0247	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		45,035	605	0	34,282	79,922	0
10-5115	Accounting Technician II	FT	A	GP	Anchorage	200	14G / J	12.0		56,115	754	0	38,094	94,963	0
11-0213	Accounting Clerk	FT	A	GP	Juneau	205	10G / J	12.0		44,961	604	0	34,257	79,822	0
11-0219	Accounting Technician II	FT	A	GP	Juneau	205	14F / G	12.0		57,981	779	0	38,736	97,496	0
12-1762	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,057	673	0	36,010	86,740	0
12-2038	Accounting Technician II	FT	A	GP	Juneau	205	14B / C	12.0		50,057	673	0	36,010	86,740	0
12-4403	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		45,151	607	0	34,322	80,080	0
12-4405	Bus Sv Pr Mn II	FT	A	GP	Juneau	205	22D / E	12.0		92,762	1,247	0	50,700	144,709	0
12-6001	Accounting Technician I	FT	A	GP	Juneau	205	12D / E	12.0		46,941	631	0	34,938	82,510	0
18-7252	Accounting Technician II	FT	A	GP	Anchorage	200	14B / C	12.0		48,055	646	0	35,321	84,022	0
20-1054	Accounting Technician II	FT	A	GP	Juneau	205	14C / D	12.0		52,319	703	0	36,788	89,810	0
20-1077	Accounting Technician I	PT	A	GP	Juneau	205	12A	4.0		13,884	187	0	11,040	25,111	0
20-1079	Accounting Technician I	FT	A	GP	Juneau	205	12C / D	12.0		45,035	605	0	34,282	79,922	0
20-7008	Accountant III	FT	A	SS	Juneau	605	18A / B	12.0		68,081	0	0	42,250	110,331	0
21-2034	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,614	532	0	32,418	72,564	0
25-0085	Accounting Technician II	FT	A	GP	Anchorage	200	14C / D	12.0		48,558	653	0	35,494	84,705	0
25-0268	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		42,999	578	0	33,582	77,159	0
25-0276	Accounting Technician I	PT	A	GP	Anchorage	200	12A	4.0		13,221	178	0	10,811	24,210	0
25-0277	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		41,498	558	0	33,066	75,122	0
25-0279	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		42,123	566	0	33,281	75,970	0
25-0281	Accounting Technician I	FT	A	GP	Anchorage	200	12B / C	12.0		42,123	566	0	33,281	75,970	0
25-0444	Accounting Technician I	FT	A	GP	Anchorage	200	12C / D	12.0		42,781	575	0	33,507	76,863	0
25-0761	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,379	529	0	32,337	72,245	0
25-1031	Accounting Technician II	FT	A	GP	Anchorage	200	14A / B	12.0		46,111	620	0	34,652	81,383	0
25-1219	Bus Sv Pr Mn II	FT	A	GP	Juneau	205	22D / E	12.0		92,762	1,247	0	50,700	144,709	0
25-1353	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		39,746	534	0	32,463	72,743	0
25-2260	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		38,516	518	0	32,040	71,074	0
25-2302	Accounting Technician III	FT	A	GP	Juneau	205	16B / C	12.0		58,208	782	0	38,814	97,804	0

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Personal Services Expenditure Detail
Department of Administration

Scenario: FY2022 Governor (17280)
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
25-2328	Accounting Technician I	PT	A	GP	Juneau	205	12A	4.0		13,884	187	0	11,040	25,111	0
25-3091	Accounting Technician III	FT	A	SS	Juneau	605	16B / C	12.0		60,136	0	0	39,517	99,653	0
25-3104	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		39,063	525	0	32,228	71,816	0
25-3106	Accounting Clerk	FT	A	GP	Juneau	205	10G / J	12.0		44,729	601	0	34,177	79,507	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10D / E	12.0		40,899	550	0	32,860	74,309	0
25-3480	Accounting Technician I	FT	A	GP	Anchorage	200	12A / B	12.0		40,469	544	0	32,712	73,725	0
													Total Salary Costs:	3,964,442	
													Total COLA:	37,507	
													Total Premium Pay:	7,697	
													Total Benefits:	2,694,746	
													Total Pre-Vacancy:	6,704,392	
													Minus Vacancy Adjustment of 6.87%:	(460,792)	
													Total Post-Vacancy:	6,243,600	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	6,243,600	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	3,193,652	2,974,153	47.64%
1007 Interagency Receipts	3,510,740	3,269,447	52.36%
Total PCN Funding:	6,704,392	6,243,600	100.00%

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Department of Administration

Accounting (3134)

RDU: Shared Services of Alaska (17)

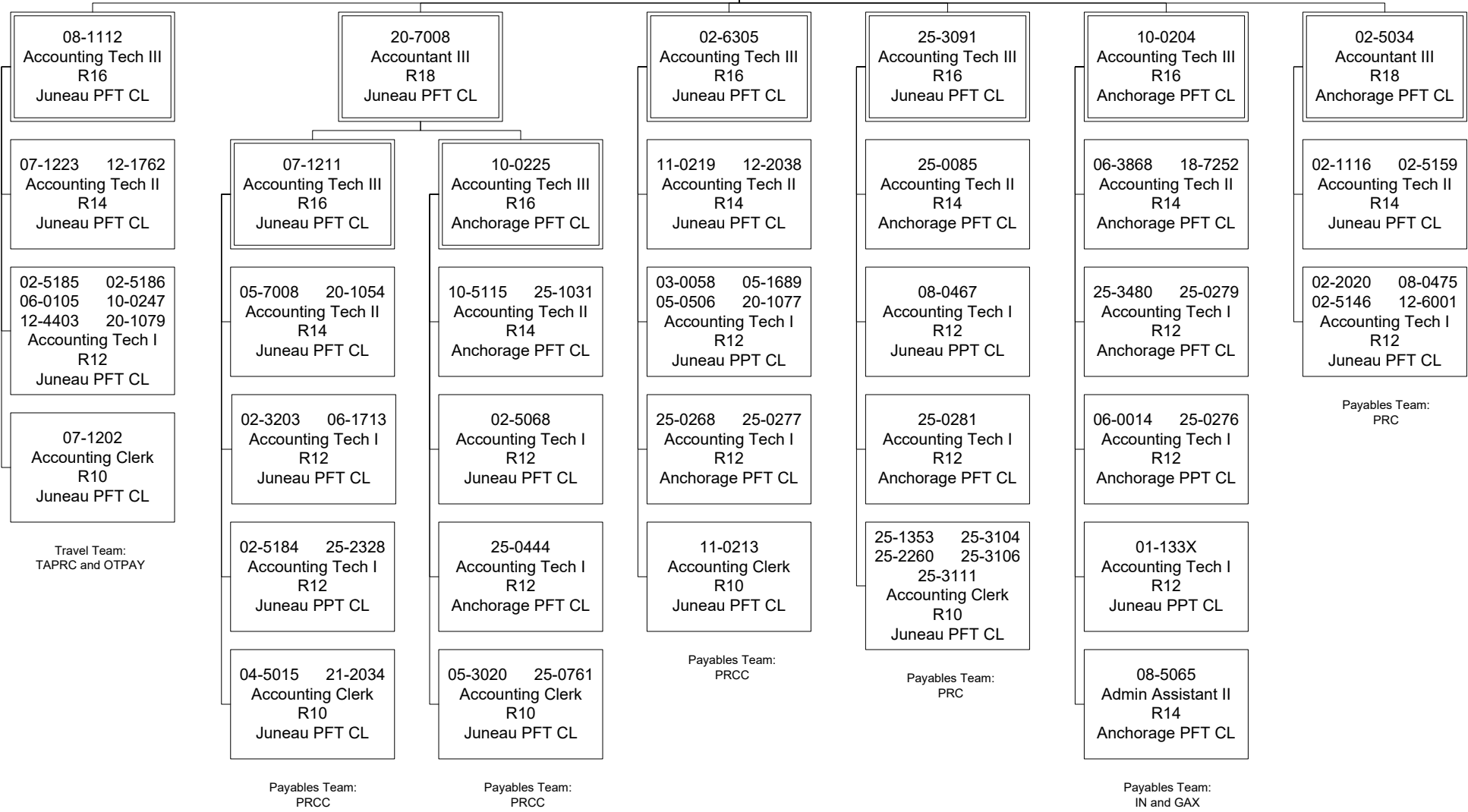
FY2022 Governor's Budget

Position Totals: 65 PFT | 10 PPT

Travel and Accounts Payable

02-5182
Division Director
R27
Juneau PFT PX

03-0370
Accountant IV
R20
Juneau PFT CL



Department of Administration

Accounting (3134)

Other Services

