ALC Report
For Emergency Review of
Budget Classification Transfers, Miscellaneous Federal Grants and Cash Appropriation Requests

June 15, 2018

On June 15, 2018, Senator Bill Sample and Representative Jim Dotson, Co-Chairs of the Legislative Council and Senator Bruce Maloch and Representative David Meeks, Co-Chairs of the PEER Subcommittee received written notification from Larry Walther, the Chief Fiscal Officer of the State requesting Emergency Review of Budget Classification Transfers, Miscellaneous Federal Grants and Cash Appropriation Requests.

Under Rule 16 of the Rules of the Arkansas Legislative Council, on June 15, 2018, the Co-Chairs of the Legislative Council and PEER Subcommittee unanimously determined that emergency review of the Budget Classification Transfers, Miscellaneous Federal Grants and Cash Appropriation Requests were necessary to enable the agencies to perform essential services and these transfers are being authorized to cover any fiscal year end shortfalls that may occur.

Below is a summary of the Budget Classification Transfers, Miscellaneous Federal Grants and Cash Appropriation Requests that were given emergency review.

Budget Classification Transfers
Transfer of appropriation between the Maintenance & General Operations commitment items and is limited to the amount of existing appropriation available in these commitment items.

Miscellaneous Federal Grants
In an amount not to exceed $1,000,000

Cash Fund Appropriation Increases
In an amount not to exceed $1,000,000

Respectfully Submitted,

Senator Bill Sample, Co-Chair
Arkansas Legislative Council

Representative Jim Dotson, Co-Chair
Arkansas Legislative Council

Senator Bruce Maloch, Co-Chair
ALC PEER Subcommittee

Representative David Meeks, Co-Chair
ALC PEER Subcommittee

STATE OF ARKANSAS
Department of Finance and Administration

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http://www.dfa.arkansas.gov

June 7, 2018

Senator Bruce Maloch, Co-Chair
Representative David Meeks, Co-Chair
Performance Evaluation & Expenditure Review Committee
Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

RE: Prior Approval of Year-End Adjustments

Dear Co-Chairs:

I am requesting prior approval of year-end adjustments that may be required in order to close out Fiscal Year 2018. This will ensure that unanticipated items can be addressed by the Department of Finance and Administration at year-end without delay. Any item processed with this prior approval will be reported to the next regularly scheduled PEER meeting.

Without prior approval, unanticipated issues could potentially cause vendor payments to not be processed, the loading of Fiscal Year 2019 into the statewide accounting system (AASIS) to be interrupted, and state agency operations to be negatively impacted.

Prior review is requested for the following items:

- Budget Classification Transfers – Prior approval is requested to transfer appropriation between the General Maintenance and Operating commitment items in an agency appropriation, limited to the amount of existing appropriation available in these commitment items. This would allow a transfer to be made should unanticipated expenses arise at the end of the year. These requests do not increase the amount of appropriation available for an agency, but simply allow an agency to move amounts from one commitment item to another.

- Miscellaneous Federal Grants – Prior approval is requested for up to $1 million in total transfers. This will allow agencies the ability to utilize federal funding if unanticipated issues arise.

- Cash Fund Holding Account Transfers – Prior approval is requested for up to $1 million in total transfers. This will ensure appropriation is available for Cash Funded agencies if unforeseen issues arise.

Appropriation will only be provided in the amounts needed by a state agency. All items processed on an emergency basis with this prior approval will be reported to the next regularly scheduled ALC-PEER meeting.

Sincerely,

Larry W. Walther
Director

LWW:db

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August 3, 2018

Senator Bruce Maloch, Co-Chair
Representative David Meeks, Co-Chair
Performance Evaluation & Expenditure Review Committee
Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

RE: FY18 Merit Adjustment Fund/Pay Plan Holding Account Transfer Request(s)

Dear Co-Chairs:

I am forwarding for appropriate action as required by law, the attached Merit Adjustment Fund/Pay Plan Holding Account Transfer Request(s) that have received my approval as Chief Fiscal Officer of the State.

Sincerely,

Larry W. Walther
Director

LWW:kb

Attachment(s)

MERIT ADJUSTMENT FUND/PAY PLAN HOLDING ACCOUNT TRANSFERS
FOR FY18 - June PEER

BUSINESS AREA	AGENCY	FISCAL YEAR	MERIT ADJUSTMENT FUND	PAY PLAN HOLDING ACCOUNT	DATE OF TRANSFER	AMOUNT OF APPROPRIATION TRANSFER	EMERGENCY APPROVED BY CFO	PENDING ALC REVIEW	REASON FOR TRANSFER
0582	Riverside Vo-Tech School	18		X		$ 270.00	X		Additional Regular Salaries is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0610	DFA - Administrative Services	18		X		$ 2,000.00	X		Additional Personal Services Matching is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0305	Arkansas Manufactured Home Commission	18		X		$ 1,300.00	X		Additional Regular Salaries and Personal Services Matching is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0289	Psychology Board	18		X		$ 200.00	X		Additional Personal Services Matching is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0203	State Board Of Accountancy	18		X		$ 300.00	X		Additional Personal Services Matching is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0865	Department of Arkansas Hertiage	18		X		$ 5,000.00	X		Additional Extra Help is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0023	Administrative Office of the Courts	18		X		$ 3,100.00	X		Additional Regular Salaries and Personal Services Matching is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0280	Optomtery Board	18		X		$ 576.00	X		Additional Regular Salaries and Personal Services Matching is requested due to the impact of Pay Plan Implementation, Act 365 of 2017.
0238	Ethics Commission	18	X			$ 19,500.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0318	Martin Luther King, Jr. Commission	18	X			$ 10,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0400	Agriculture Department	18	X			$ 100,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0472	Office of Geographic Information Systems	18	X			$ 42,403.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0631	DFA - Racing Commission	18	X			$ 26,273.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0710	DHS - Director's Office	18	X			$ 435,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0710	DHS - Behavioral Health	18	X			$ 850,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0710	DHS - Children and Family Services	18	X			$ 1,000,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0710	DHS -County Operations	18	X			$ 440,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0710	DHS -Developmental Disabilities Services	18	X			$ 1,400,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0710	DHS - Youth Services	18	X			$ 75,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0900	Parks and Tourism	18	X			$ 200,000.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
0950	Law Enforcement Standards and Training Commission	18	X			$ 210,009.00	X		Merit Funding required due to the impact of Pay Plan Implemenation, Act 365 of 2017
						$ 4,820,931.00			

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August 3, 2018

Senator Bruce Maloch, Co-Chair
Representative David Meeks, Co-Chair
Performance Evaluation & Expenditure Review Committee
Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

RE: Items Approved on an Emergency Basis

Dear Co-Chairs:

I am forwarding for appropriate action as required by law, the attached items that have received my approval as Chief Fiscal Officer of the State.

Sincerely,

Larry W. Walther
Director

LWW:kb

Attachment(s)

STATE OF ARKANSAS
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June 28, 2018

Ms. Jerry Himes, Secretary/Treasurer
Board of Dispensing Opticians
P.O. Box 627
Helena, AR 72342

Dear Ms. Himes,

This is to inform you that I have approved on an emergency basis a Budget Classification Transfer request in the amount of $6,000. This item will be presented at the next scheduled meeting of the Performance Evaluation and Expenditure Review Committee for appropriate action as required by law.

The transfer document has been submitted to the Office of Accounting for processing and you will be notified when the transfer is completed.

Sincerely,

Larry W. Walther by CH

Larry W. Walther
Director

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FY18 MAINTENANCE & OPERATION
BUDGET CLASSIFICATION TRANSFERS

Agency	Classification	FY18 Agency Request	FY18 Executive Recommendation	FY18 Original Appropriation	FY17 Actual Expenditures	FY18 Authorized	Adjustment Requested	FY18 Revised Authorization	DFA-Chief Fiscal Officer Approve	DFA-Chief Fiscal Officer Disapprove	DFA IGS State Technology Planning Agency Request in compliance with IT Plan Certification (if applicable)
1. Arkansas State Board of Dispensing Opticians											
	Operating Expenses	$ 17,900	$ 17,900	$ 17,900	$ 2,419	$ 17,900	$ 6,000	$ 23,900	X		X
	Conf. & Travel Exp.	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
	Professional Fees	$ 6,000	$ 6,000	$ 6,000	$ -	$ 6,000	$ (6,000)	$ -			
	Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
	Data Processing	$ -	$ -	$ -	$ -	$ -		$ -			
	Total	$23,900	$23,900	$23,900	$2,419	$23,900	$0	$23,900			

This transfer is needed to pay for Testing Fees. This expense has previously been paid out of Professional Fees and Services but should now be paid out of Operating Expenses.

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ARKANSAS ADMINISTRATION STATEWIDE INFORMATION SYSTEM
REQUEST FOR BUDGET CLASSIFICATION TRANSFERS (BCT)
FY2018

Business Area: 0279 Business Area Title: Arkansas State Board of Dispensing Opticians

Funds Center: 2KN Funds Center Title: Dispensing Opticians

Fund: SDB0100 Fund Title: Dispensing Opticians Board Functional Area:

Line-Item Classifications	Authorized Appropriation	Actual Expenditures ** FY2017	Transfer From			Transfer To		
			CI	Fund	Amount	CI	Fund	Amount
502:00:02 Operating Expenses	$17,900	$2,419				502:00:02	SDB0100	$6,000
505:00:09 Conference & Travel Expenses	$0	$0						
506:00:10 Professional Fees	$6,000	$0	506:00:10	SDB0100	$6,000			
512:00:11 Capital Outlay *	$0	$0						
509:00:12 Data Processing *	$0	$0						

Reason for Transfer:

This transfer is needed to pay for Testing Fees. This expense has previously been paid out of Professional Fees and Services but should now be paid out of operating Expenses.

Jay B Horner
Agency Director

Budget Approval

DFA IGS State Technology Planning
(approval only needed if applicable ***)

* Transfers may not be made from the capital outlay (512:00:11) sub classification unless specific authority for such transfers is provided by law. (ACA 19-4-522(C)(1)

** For transfers requested during the month of July 2017 use the agency's fiscal year 2017 expenditures as of April 30, 2017 for each of the Maintenance & Operations commitment items. For transfers requested during the months August 2017 - May 2018, use the agency's fiscal year 2017 expenditures. For transfers requested during the month of June 2018 use the agency's fiscal year 2018 as of April 30, 2018.

*** Transfers requested for the purchase of information technology related items must be in compliance with the agency's Information Technology Plan submitted to the DFA-Technology Planning Unit.

TC - FR69

Revised 04/13/2016

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Department of Finance and Administration

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June 28, 2018

Ms. Heather McKim, Director
State Board of Election Commissioners
501 Woodlane Drive
Suite 401 North
Little Rock, AR 72201

Dear Ms. McKim,

This is to inform you that I have approved on an emergency basis a Budget Classification Transfer request in the amount of $500.00. This item will be presented at the next scheduled meeting of the Performance Evaluation and Expenditure Review Committee for appropriate action as required by law.

The transfer document has been submitted to the Office of Accounting for processing and you will be notified when the transfer is completed.

Sincerely,

Larry W. Walther

Larry W. Walther
Director

by CH

LWW:ald

FY18 MAINTENANCE & OPERATION
BUDGET CLASSIFICATION TRANSFERS

Agency	Classification	FY18 Agency Request	FY18 Executive Recommendation	FY18 Original Appropriation	FY17 Actual Expenditures	FY18 Authorized	Adjustment Requested	FY18 Revised Authorization	DFA-Chief Fiscal Officer Approve	DFA-Chief Fiscal Officer Disapprove	DFA IGS State Technology Planning Agency Request in compliance with IT Plan Certification (if applicable)
2. State Board of Election Commissioners	Operating Expenses	$ 109,810	$ 109,810	$ 109,810	$ 99,198	$ 109,810	$ -	$ 109,810	X		X
	Conf. & Travel Exp.	$ 3,000	$ 3,000	$ 3,000	$ 2,527	$ 3,000	$ 500	$ 3,500			
	Professional Fees	$ 5,000	$ 5,000	$ 5,000	$ -	$ 5,000	$ (500)	$ 4,500			
	Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
	Data Processing	$ -	$ -	$ -	$ -	$ -		$ -			
	Total	$117,810	$117,810	$117,810	$101,725	$117,810	$0	$117,810			

This transfer is requested due to attendance at an election training conference scheduled for July 13-16, 2018 and state policy for advanced travel notice. Due to State T-Card billing policy regarding timing of expenditure the invoice must be paid from FY18 funds and appropriation.

ARKANSAS ADMINISTRATION STATEWIDE INFORMATION SYSTEM
REQUEST FOR BUDGET CLASSIFICATION TRANSFERS (BCT)
FY2018

Business Area: 0232 Business Area Title: State Board of Election Commissioners

Funds Center: 580 Funds Center Title: Operations

Fund: HUA0900 Fund Title: Miscellaneous Agencies Fund Functional Area: PROF

Line-Item Classifications	Authorized Appropriation	Actual Expenditures ** FY2017	Transfer From			Transfer To		
			CI	Fund	Amount	CI	Fund	Amount
02:00:02 Operating Expenses	$109,810	$99,198						
05:00:09 Conference & Travel Expenses	$3,000	$2,527				505:00:09	HUA0900	$500
06:00:10 Professional Fees	$5,000	$0	506:00:10	HUA0900	$500			
12:00:11 Capital Outlay *								
09:00:12 Data Processing *								

Reason for Transfer:

Transfer is requested due to attendance at an election training conference scheduled for July 13-16, 2018 and state policy for advanced travel notice. Due to State T-Card billing policy regarding timing of expenditures, Director learned on June 27, 2018, the invoice must be paid from FY18 funds and appropriation.

Heather D. McKinney

Agency Director

Budget Approval

DFA IGS State Technology Planning
(approval only needed if applicable ***)

Transfers may not be made from the capital outlay (512:00:11) sub classification unless specific authority for such transfers is provided by law. (ACA 19-4-522(C)(1)

For transfers requested during the month of July 2017 use the agency's fiscal year 2017 expenditures as of April 30, 2017 for each of the Maintenance & Operations commitment items. For transfers requested during the months August 2017 - May 2018, use the agency's fiscal year 2017 expenditures. For transfers requested during the month of June 2018 use the agency's fiscal year 2018 as of April 30, 2018.

** Transfers requested for the purchase of information technology related items must be in compliance with the agency's Information Technology Plan submitted to the DFA-Technology Planning Unit.

- FR69

Revised 04/13/2016