

Budget Brief – Human Services Internal Service Funds

HHS-05-19

SUMMARY

The Department of Human Services operates two internal service funds (ISF) that provide shared services to the divisions and bureaus of the Department. These include General Services and Data Processing. General Services collects funds from department divisions for building maintenance and rent for the Department's main office in Salt Lake City. Data Processing provides programming services for the Department.

ISSUES AND RECOMMENDATIONS

Additional Staff in the Data Processing ISF

The Department's Data Processing ISF is requesting an increase in the authorized staff FTE level from 31.5 to 34.5. Two of these positions will work with the development and maintenance of the new integrated management information system for the Division of Services for People with Disabilities. This system is being developed within existing state funding and federal grants to track the Division's clients from the waiting list through intake and assessment and provide reliable information for budget tracking, decision and policy makers. The third position is to assist the improvement of the management information system in the recently combined Divisions of Substance Abuse and Mental Health. The ISF will collect an additional \$262,700 annually in service fees from the affected divisions in FY 2006. The Fiscal Analyst has included the FY 2006 increase in revenue and FTEs in the numbers and tables in this brief. A supplemental appropriation adjustment is also recommended for FY 2005 to increase the authorized FTE level by 3 FTEs.

No Rate Changes Recommended

The Department has not requested any changes in the internal service fund rate structure for FY 2006. The current approved rates are as follows:

1. General Services - Administration Building per square foot: \$13.44.
2. Data Processing – Programmer costs per hour: \$52.00.

Figure 1: ISF - Human Services - ISF - DHS Internal Service Funds - Budget History

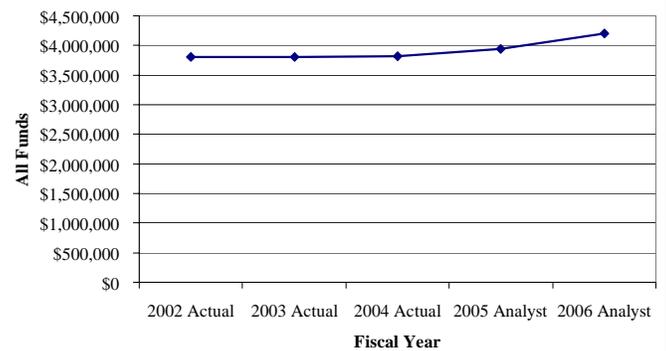
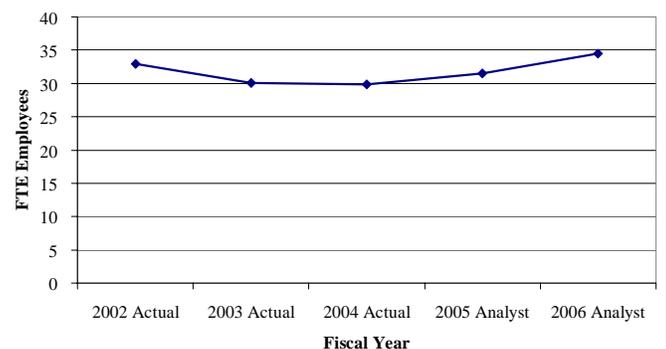


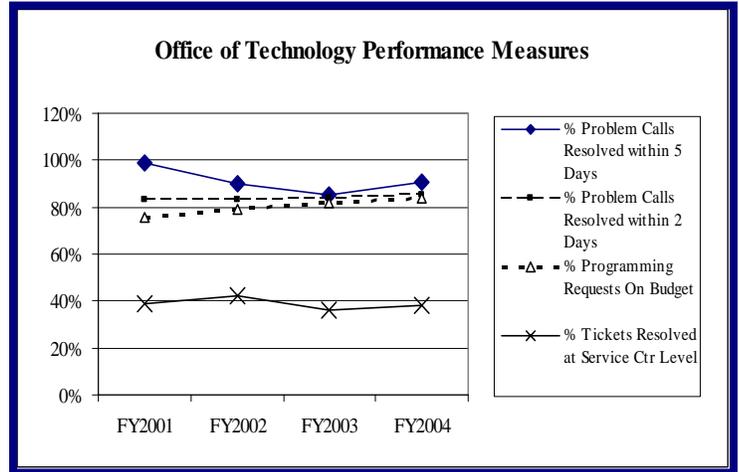
Figure 2: ISF - Human Services - ISF - DHS Internal Service Funds - FTE History



ACCOUNTABILITY DETAIL

Data Processing

The chart on the right displays four measures of this unit’s effectiveness and efficiency. It tracks its ability to promptly handle information technology problems in the Department.



General Services

The General Services internal service fund is a mechanism to spread the costs of operating the Human Services Department main office building among the various divisions and agencies occupying the building. No specific performance data is available.

BUDGET DETAIL

Budget Recommendation

The Analyst recommends an FY 2006 appropriation for the Department's internal services funds totaling \$4,198,000 from Dedicated Credits – Intra-governmental Revenue. Included in this recommendation is \$262,700 of increased revenues. The recommended FTE level is 34.5, which is 3 FTEs above the FY 2005 appropriated level. There are no capital expenditures planned for FY 2006. No changes are requested or recommended for FY 2006 in the current rate structure.

LEGISLATIVE ACTION

1. The Analyst recommends an FY 2006 appropriation of \$4,198,000 from Dedicated Credits – Intra-governmental Revenue, as shown in the Budget Detail Table.
2. The Analyst recommends an authorized FTE level of 34.5 for FY 2006.
3. The Analyst also recommends the FY 2005 authorized FTE level be increased to 34.5 FTEs.
4. No capital expenditures are planned nor recommended in FY 2006.
5. The Analyst recommends the Legislature approve the current rate structure for FY 2006:
 - General Services – Administration Building: \$13.44 per square foot
 - Data Processing – Programming Services: \$52.00 per hour

BUDGET DETAIL TABLE

ISF - Human Services - ISF - DHS Internal Service Funds						
	FY 2004	FY 2005		FY 2005		FY 2006
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Analyst*
Dedicated Credits - Intragvt Rev	3,817,686	4,029,500	(93,300)	3,936,200	262,700	4,198,900
Total	\$3,817,686	\$4,029,500	(\$93,300)	\$3,936,200	\$262,700	\$4,198,900
Programs						
ISF - DHS General Services	1,352,249	1,440,000	0	1,440,000	0	1,440,000
ISF - DHS Data Processing	2,465,437	2,589,500	(93,300)	2,496,200	262,700	2,758,900
Total	\$3,817,686	\$4,029,500	(\$93,300)	\$3,936,200	\$262,700	\$4,198,900
Categories of Expenditure						
Personal Services	2,279,761	2,382,800	(35,500)	2,347,300	241,800	2,589,100
In-State Travel	522	16,600	0	16,600	0	16,600
Current Expense	1,447,591	1,477,200	(33,600)	1,443,600	0	1,443,600
DP Current Expense	112,242	122,500	32,600	155,100	31,500	186,600
Other Charges/Pass Thru	11,108	19,400	0	19,400	500	19,900
Depreciation	449	0	2,978	2,978	(809)	2,169
Total	\$3,851,673	\$4,018,500	(\$33,522)	\$3,984,978	\$272,991	\$4,257,969
Profit/(Loss)	(\$33,987)	\$11,000	(\$59,778)	(\$48,778)	(\$10,291)	(\$59,069)
Other Data						
Total FTE	29.8	31.5	0.0	31.5	3.0	34.5
Retained Earnings	142,449	84,440	9,231	93,671	(59,069)	34,602
Vehicles	1	1	0	1	0	1

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.