

# Budget Brief – DAS Appropriated Budgets Summary

NUMBER CFAS-05-03

## SUMMARY

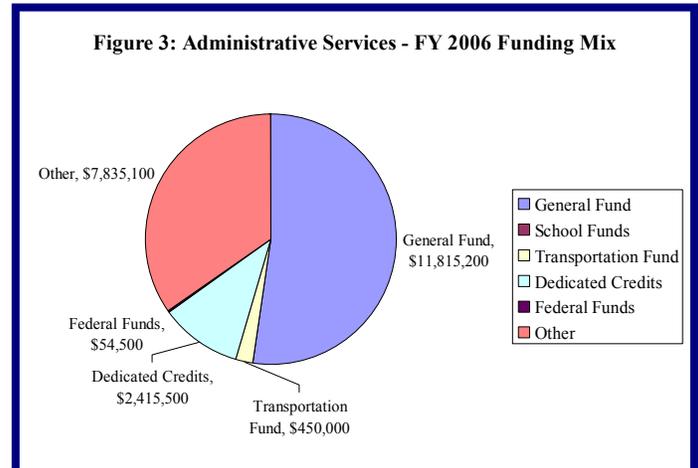
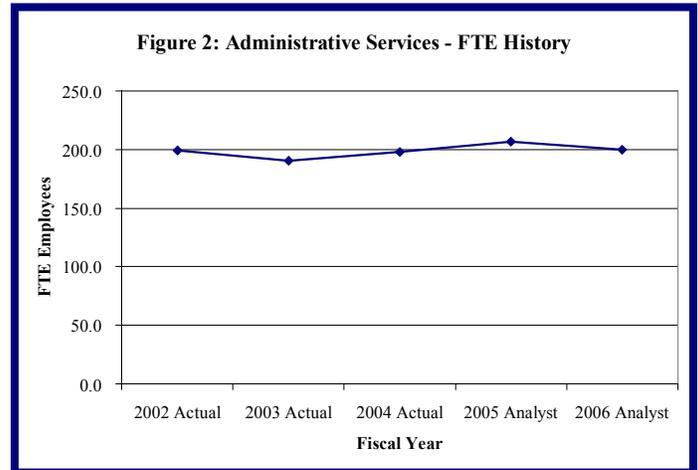
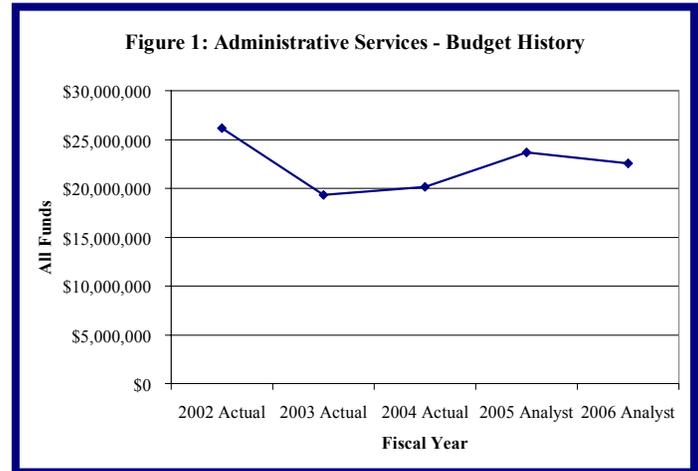
The Department of Administrative Services was created in 1981 by the Utah Administrative Services Act. Current statute (UCA 63A) sets for seven purposes for the department:

1. Provide specialized agency support services commonly needed
2. Provide effective, coordinated management of state administrative services
3. Serve the public interest by providing services in a cost-effective manner, eliminating unnecessary duplication
4. Enable administrators to respond effectively to technological improvements
5. Emphasize the serve role of state administrative service agencies in meeting the needs of user agencies
6. Use flexibility in meeting the needs of state agencies
7. Protect the public interest by insuring the integrity of the fiscal accounting procedures and policies that govern the operation of agencies and institutions to assure funds are used properly.

### ***DAS Appropriated Budget Line Items***

Appropriated budget line items in the Department of Administrative Service include:

- Executive Director’s Office
- Automated Geographic Reference Center
- Administrative Rules
- DFCM Administration
- State Archives
- Finance Administration
- Finance – Mandated Expenditures
- Post Conviction Indigent Defense
- Judicial Conduct Commission
- Purchasing
- Child Welfare Parental Defense



**ISSUES AND RECOMMENDATIONS**

The Analyst recommends discussion of the following issues:

**DAS Appropriated Agencies Recommended Appropriation Changes**

Rank	Line Item/Program	Fiscal Year	Fund Source	Analyst		Budget Brief Reference
				Recommended Amount	1-Time	
6	Rules - Editor	2006	GF			CFAS-05-06
7	DFCM - One FTE Reduction	2006	Restr	(87,400)		CFAS-05-07
8	DFCM - Move CAD Program	2006	Restr	124,000		CFAS-05-07
9	DFCM - Partial Restoration of General Funds	2006	GF	1,075,000		CFAS-05-07
10	Archives - Electronic Records Management	2006	GF	68,000	X	CFAS-05-08
11	Archives - Digitize Collections	2006	GF	94,600	X	CFAS-05-08
12	Archives - Digitize Collections	2006	GF	48,400		CFAS-05-08
13	Finance - Actuarial Study of Post Employ Benefits	2005	GF	50,000	X	CFAS-05-09
14	Finance - Actuarial Study of Post Employ Benefits	2006	GF	25,000		CFAS-05-09
15	LeRay McAllister Fund	2006	GF			CFAS-05-10
18						
19						
<b>Total</b>				<u>\$1,397,600</u>		

**BUDGET DETAIL**

<b>Administrative Services</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	11,428,200	11,815,200	0	11,815,200	0	11,815,200
General Fund, One-time	3,662,900	75,300	0	75,300	(75,300)	0
Transportation Fund	450,000	450,000	0	450,000	0	450,000
Federal Funds	552,200	500,000	0	500,000	(445,500)	54,500
Dedicated Credits Revenue	3,719,600	2,377,100	109,200	2,486,300	(70,800)	2,415,500
GFR - E-911 Emergency Services	0	250,000	0	250,000	0	250,000
GFR - ISF Overhead	1,490,000	1,272,400	0	1,272,400	0	1,272,400
Capital Project Fund	966,900	3,956,700	0	3,956,700	(2,366,300)	1,590,400
Project Reserve Fund	1,699,500	0	0	0	1,908,400	1,908,400
Contingency Reserve Fund	0	0	0	0	473,400	473,400
Beginning Nonlapsing	2,695,500	1,349,700	4,944,400	6,294,100	(2,964,000)	3,330,100
Closing Nonlapsing	(6,294,100)	(276,300)	(3,053,800)	(3,330,100)	2,340,500	(989,600)
Lapsing Balance	(190,500)	(87,400)	0	(87,400)	87,400	0
<b>Total</b>	<b>\$20,180,200</b>	<b>\$21,682,700</b>	<b>\$1,999,800</b>	<b>\$23,682,500</b>	<b>(\$1,112,200)</b>	<b>\$22,570,300</b>
<b>Line Items</b>						
Executive Director	861,900	844,600	16,200	860,800	(3,100)	857,700
Automated Geographic Ref Ctr	1,559,200	1,645,400	85,000	1,730,400	(527,500)	1,202,900
Administrative Rules	285,700	287,600	58,000	345,600	(60,100)	285,500
DFCM Administration	3,800,900	3,950,600	0	3,950,600	102,900	4,053,500
State Archives	1,950,000	2,066,500	23,800	2,090,300	(33,300)	2,057,000
Finance Administration	9,427,700	10,436,900	1,611,500	12,048,400	(356,500)	11,691,900
Finance - Mandated	782,600	482,600	150,000	632,600	(150,000)	482,600
Post Conviction Indigent Def	42,000	74,000	0	74,000	0	74,000
Judicial Conduct Commission	207,300	233,700	500	234,200	(8,500)	225,700
Purchasing	1,262,900	1,421,800	54,800	1,476,600	(76,100)	1,400,500
Child Welfare Parental Defense	0	239,000	0	239,000	0	239,000
<b>Total</b>	<b>\$20,180,200</b>	<b>\$21,682,700</b>	<b>\$1,999,800</b>	<b>\$23,682,500</b>	<b>(\$1,112,200)</b>	<b>\$22,570,300</b>
<b>Categories of Expenditure</b>						
Personal Services	12,964,700	13,614,500	342,500	13,957,000	(245,900)	13,711,100
In-State Travel	103,000	92,700	30,000	122,700	(1,900)	120,800
Out of State Travel	63,200	60,800	17,900	78,700	(3,500)	75,200
Current Expense	2,423,800	2,537,500	30,800	2,568,300	32,100	2,600,400
DP Current Expense	2,748,400	4,191,600	1,349,900	5,541,500	(365,300)	5,176,200
DP Capital Outlay	897,100	73,000	285,200	358,200	(17,200)	341,000
Capital Outlay	30,500	0	25,900	25,900	(25,900)	0
Other Charges/Pass Thru	949,500	1,112,600	(82,400)	1,030,200	(484,600)	545,600
<b>Total</b>	<b>\$20,180,200</b>	<b>\$21,682,700</b>	<b>\$1,999,800</b>	<b>\$23,682,500</b>	<b>(\$1,112,200)</b>	<b>\$22,570,300</b>
<b>Other Data</b>						
Total FTE	197.8	198.5	8.4	206.9	(7.0)	199.9
Vehicles	10	10	0	10	0	10

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

# Budget Brief – DAS Executive Director’s Office

NUMBER CFAS-05-04

## SUMMARY

The Executive Director’s Office (EDO) provides financial management, strategic planning, organizational development, internal auditing, and public relations for the Department of Administrative Services. While the client base for most state agencies is taxpayers, the primary customers for the Department of Administrative Services are other state agencies. The Director helps coordinate inter-agency cooperation on issues such as fleet consolidation, archival procedures and purchasing guidelines.

## ISSUES AND RECOMMENDATIONS

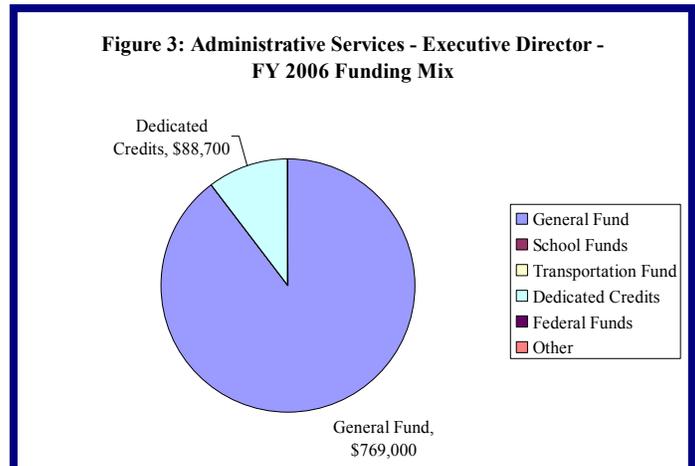
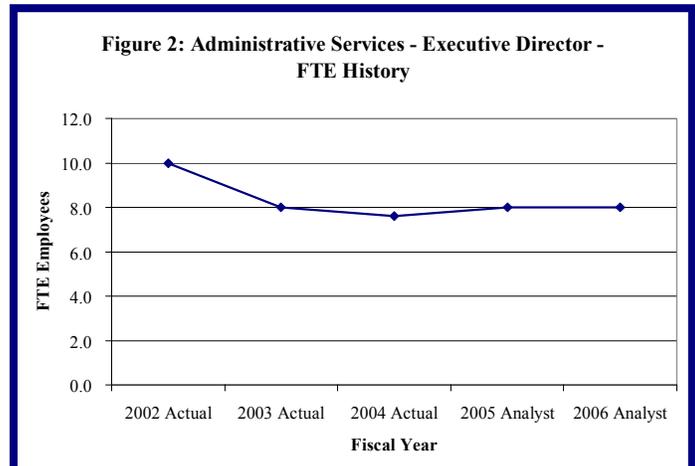
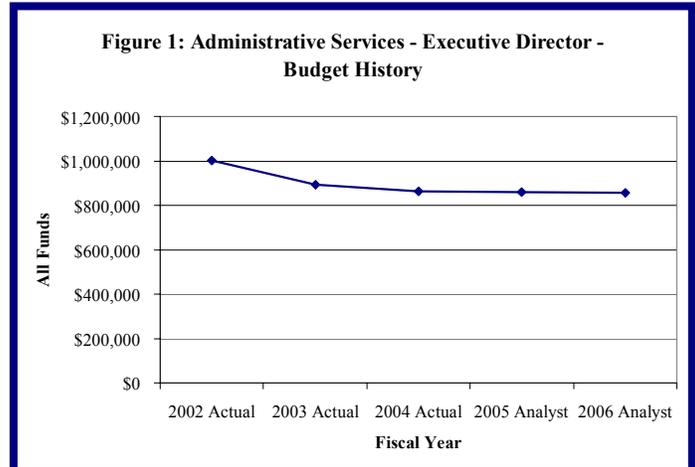
The Analyst recommends the Legislature appropriate the EDO’s base budget in FY 2006. The Analyst does not recommend any supplemental FY 2005 appropriations.

### *Fees*

The Analyst recommends the following fees for the Department of Administrative Services in FY 2006. There is one correction from the prior year.

- Photocopy made by state employee for public, per page: \$0.25
- Certified copy of a document, per certification: \$2.00
- Electronic documents, per diskette or CD: \$0.60
- Fax request (long distance within US) per number: \$1.50
- Fax request (long distance outside US) per number: \$3.00
- Mail request (address within US) per address: \$1.50
- Mail request (address outside US) per address: \$3.00
- Research or services fee: as provided by 63-2-203(2)
- Extended research or services fee: as provided by 63-2-203(2)
- Photocopy made by requestor, per page: \$0.10
- Microform copy, per fiche: \$0.50
- Microform copy, per 35mm film print (silver): \$25.00
- Microform copy, per 16mm film print (silver): \$20.00
- Microform copy, per 16mm film print (thin): \$10.00
- Microform copy, per 35mm film print (diaz): \$10.00
- Microform copy, per 16mm film print (diaz): \$9.00
- Paper copies from microform, made by staff: \$0.50
- Paper copies from microform, made by requestor: \$0.25
- Electronic documents, per diskette or CD: \$0.60
- Electronic documents, per DVD: \$4.00
- Electronic documents, per CD: \$2.00
- Laser printer output, per page: \$0.10

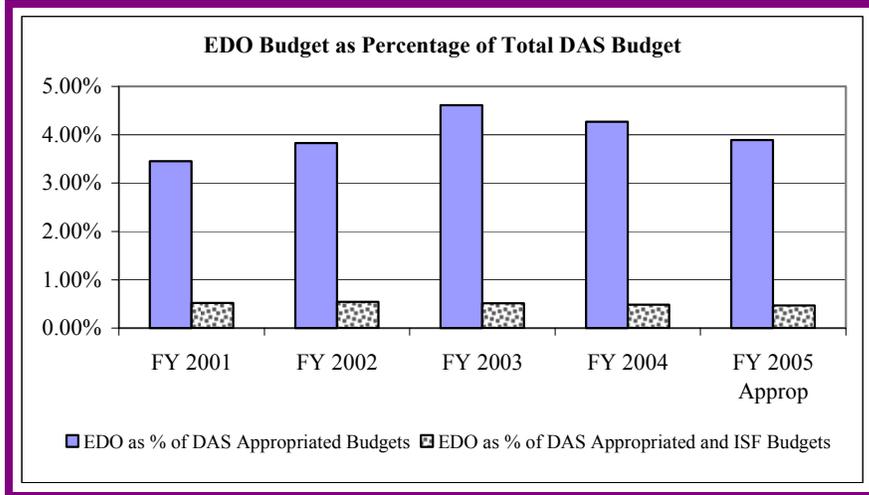
These GRAMA fees apply for the entire Department of Administrative Services



**ACCOUNTABILITY DETAIL**

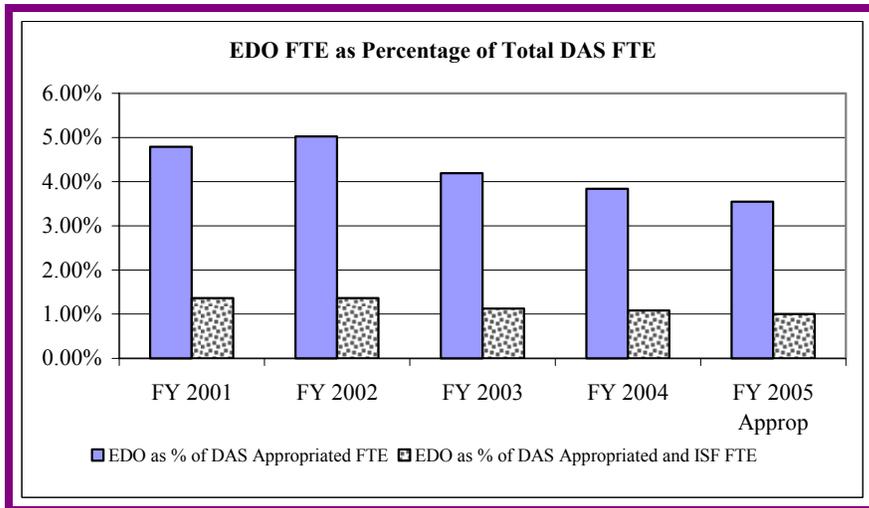
The primary responsibility of the EDO is administrative oversight. Administrative overhead should be as low as possible so more dollars can be allocated to service-providing programs. In both budgetary and FTE levels, the trend is downward over the past two years.

***EDO Budget as Percentage of Total DAS Budget***



The EDO budget is approximately four percent of the total departmental appropriated budget, and approximately one half of one percent of the combined departmental appropriated plus internal service fund budget.

***EDO FTE as Percentage of Total DAS FTE***



The EDO FTE level is approximately four percent of the total departmental appropriated FTE level, and approximately one percent of the total departmental appropriated plus Internal Service Fund FTE level.

**BUDGET DETAIL**

The duties of the Executive Director’s Office (EDO) include oversight of the DAS internal service funds. Approximately ten percent of the EDO budget comes from internal service fund transfers. These funds are appropriated as Dedicated Credits and are tied to ISF oversight, to include audits, meetings, and hearings related to operations.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$857,700, with \$769,000 from the General Fund and \$88,700 from Dedicated Credits.

***Intent Language***

The Analyst recommends the Legislature make this line item’s appropriation nonlapsing.

*It is the intent of the Legislature that funds for the Executive Director’s Office be nonlapsing.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$857,700 for the Executive Director’s Office.
2. Intent language making this appropriation nonlapsing.

**BUDGET DETAIL TABLE**

<b>Administrative Services - Executive Director</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	785,300	769,000	0	769,000	0	769,000
General Fund, One-time	1,900	3,100	0	3,100	(3,100)	0
Dedicated Credits Revenue	74,700	72,500	16,200	88,700	0	88,700
<b>Total</b>	<b>\$861,900</b>	<b>\$844,600</b>	<b>\$16,200</b>	<b>\$860,800</b>	<b>(\$3,100)</b>	<b>\$857,700</b>
<b>Categories of Expenditure</b>						
Personal Services	691,100	731,500	7,500	739,000	0	739,000
In-State Travel	300	700	(400)	300	0	300
Out of State Travel	3,000	500	1,200	1,700	0	1,700
Current Expense	137,400	96,100	7,800	103,900	(3,100)	100,800
DP Current Expense	30,100	15,800	100	15,900	0	15,900
<b>Total</b>	<b>\$861,900</b>	<b>\$844,600</b>	<b>\$16,200</b>	<b>\$860,800</b>	<b>(\$3,100)</b>	<b>\$857,700</b>
<b>Other Data</b>						
Total FTE	7.6	7.0	1.0	8.0	0.0	8.0

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

# Budget Brief – Automated Geographic Reference Center

NUMBER CFAS-05-05

## SUMMARY

The Automated Geographic Reference Center (AGRC) maintains and operates Utah’s State Geographic Information Database (SGID). It works with other agencies of state government to collect and retain geospatial data. It assists agencies in culling information from that data using computer applications. It supports the state’s Map Portal. Examples of its work include collection of high-resolution geographically correct images, mapping of rural RS-2477 roads, and determination of legislative district boundaries.

## ISSUES AND RECOMMENDATIONS

### *Incorrect Lapse of FY 2004 Closing Balances*

AGRC receives periodic grants from the Department of the Interior. These grants are not considered “ongoing”, and therefore are used on one-time expenditures like equipment and data acquisition. The reduction shown in the table at the right of this paragraph is due to a projected decline in federal funds from \$500,000 estimated in FY 2005 to \$50,000 in FY 2006.

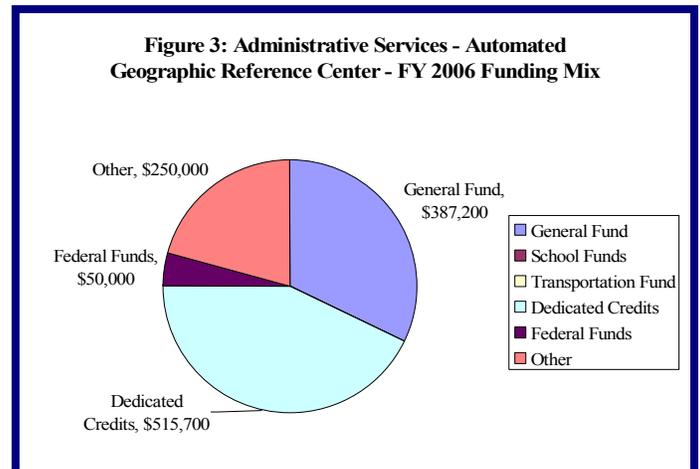
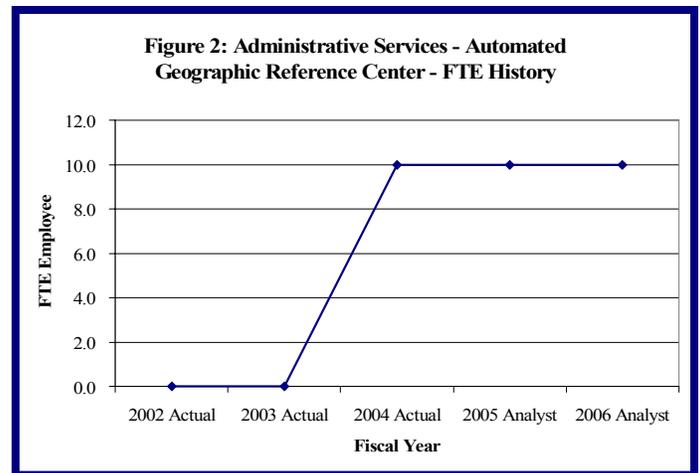
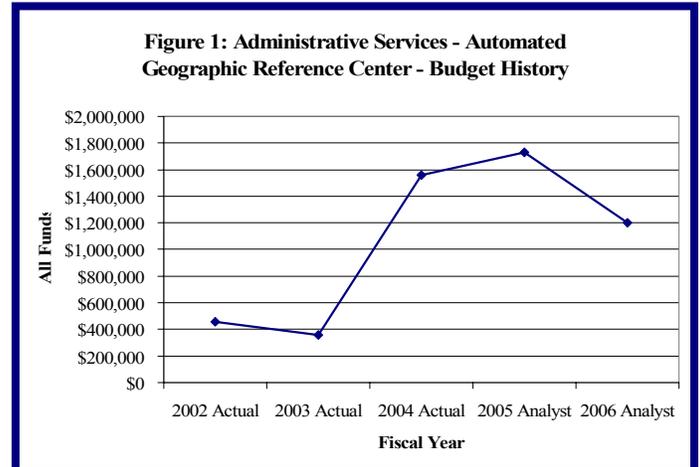
During FY 2004, the AGRC received \$552,500 in federal funds, at least \$125,000 of which was earmarked for year-end equipment replacement. For various reasons, the equipment purchase was delayed. The agency’s accountants presumed that all of AGRC’s federal funds had been spent before its General Fund appropriation, and therefore incorrectly lapsed the \$125,000 in unspent appropriations back to the General Fund.

The subcommittee may wish to consider placing \$125,000 in one-time FY 2005 funds on its priorities list to correct the error made by AGRC’s accountants.

### *Delayed Appropriation of Fee Savings*

Prior to FY 2004, the AGRC was subsidized by revenue generated within the ITS internal service fund. In FY 2004, the Legislature began to transition AGRC’s entire budget to a direct appropriation. It appropriated \$300,000 one-time from the General Fund pending an ITS rate reduction equal to the amount previously subsidizing AGRC.

For FY 2005, the Legislature approved an ITS rate reduction, but did not appropriate the General Fund savings to AGRC. AGRC did receive some additional restricted funds in FY 2005, but not enough to offset the entire \$300,000. The Analyst recommends an additional \$225,000 ongoing appropriation from the General Fund in FY 2006 to complete AGRC’s transition from an internal service fund to an appropriated entity.



**ACCOUNTABILITY**

The Automated Geographic Reference Center is a true example of an “enterprise resource”. Its equipment, software, data, and expertise are used across state government. It also works closely with local and federal entities, leveraging state resources to gain valuable data held at other levels of government. While it is difficult to quantify the ultimate value of AGRC’s myriad activities, some input and output measures are shown below in an attempt to demonstrate the agency’s productivity.

***Geospatial Data Layers***

Geographic Information Systems document various features, activities, phenomena, and characteristics by tying them to a given location and time. Each feature, activity, phenomena, or characteristic is contained in a data “layer”.

For example, Department of Natural Resources officials may track animal populations in one layer. For relevance, that layer may be placed on top of a layer containing road centerlines. Both of these would be placed upon a base map containing Utah’s state boundaries as well as other geographic features like elevation.

An accounting of AGRC’s accumulation of data layers is shown in figure 4.

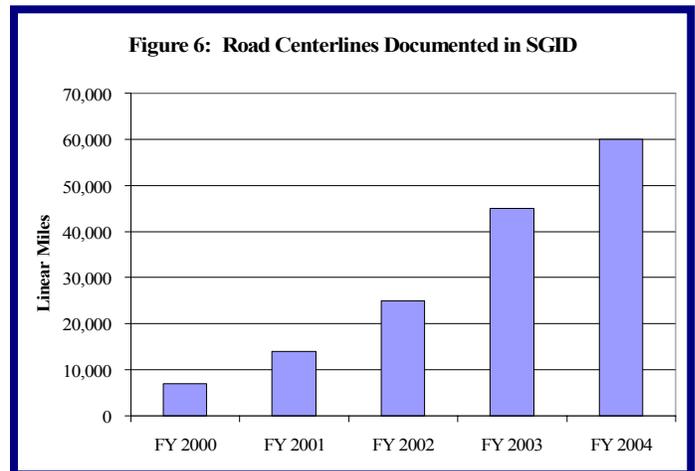
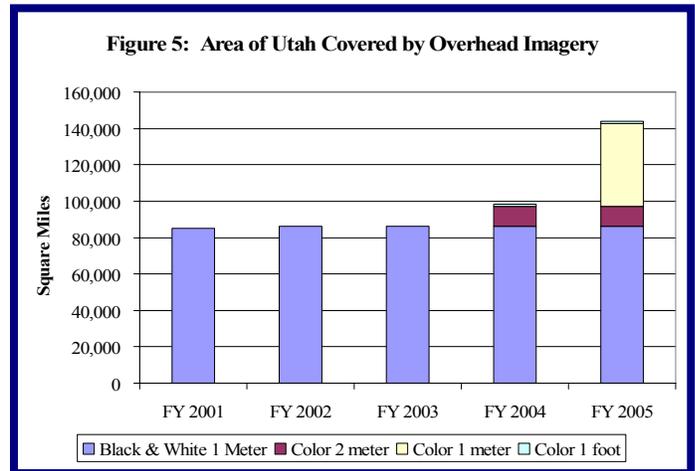
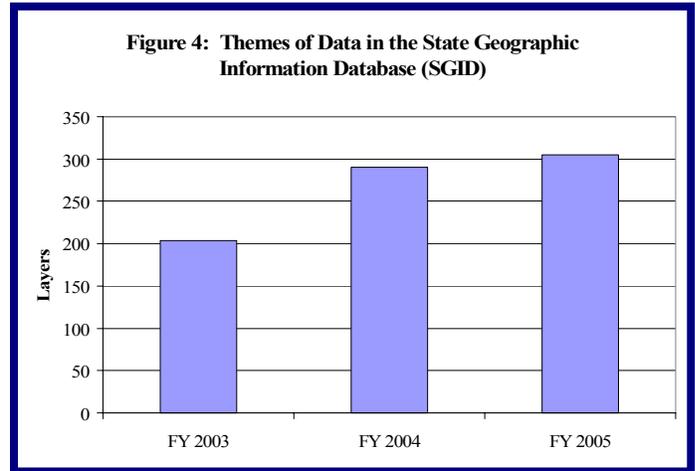
***Imagery Available through the State Geographic Information Database***

In addition to mapped points, lines, and areas with associated characteristics, AGRC accumulates aerial photographs of Utah geographic features. This overhead imagery comes in black and white as well as color, and at various levels of detail.

Figure 5 shows the amount of Utah covered by overhead imagery contained in the SGID.

***Roads Documented in the State Geographic Information Database***

Among the users of AGRC’s resources are state and local transportation and planning agencies. As an example of the amount of data contained in a single data layer used by these entities, figure 6 shows the linear mileage of road centerlines included in the State Geographic Information Database.



**BUDGET DETAIL**

As shown in the graphs on page 1, the Automated Geographic Reference Center began receiving all of its budget as a direct appropriation in FY 2004. Prior to this time AGRC was partially an internal service fund. The agency still receives part of its budget, in the form of dedicated credits, from charges to other agencies for its services.

For more details on AGRC, its budget, as well as historical trends, see pages 5-1 and 18-16 of the Capital Facilities and Administrative Services Appropriations Subcommittee’s Compendium of Budget Information for the 2005 General Session.

***Budget Recommendation***

The Analyst recommends a total FY 2006 base budget appropriation of \$1,202,900, with \$387,200 coming from the General Fund.

The Analyst recommends an additional ongoing appropriation of \$225,000 from the General Fund to complete AGRC’s transition from an internal service fund to a fully appropriated entity.

Finally, the Analyst recommends the Subcommittee authorize AGRC to charge rates to outside entities for staff labor, training, and space rental.

***Intent Language***

To avoid repeating the problems encountered by AGRC at the end of FY 2004, the Analyst recommends the Subcommittee place in an FY 2005 supplemental act the following intent language:

*The Legislature intends that funds provided for the Automated Geographic Reference Center in FY 2005 shall not lapse.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Capital Facilities and Administrative Services Subcommittee wishes to adopt the recommendations made in this document.

1. Approve a total FY 2006 appropriation of \$1,202,900 for the Automated Geographic Reference Center.
2. Place upon a priorities list \$225,000 in additional ongoing General Fund resources to complete AGRC’s transition to a fully appropriated entity. This amount was fully offset by ITS rate reductions made in FY 2005, however appropriation of the savings was delayed by one year.
3. Authorize the following rate changes for FY 2006:
  - ~~AGR Terminal/Digitizer (per hour): \$30.00~~
  - ~~AGR Materials~~
  - ~~Regular Plots (per foot): \$6.00~~
  - ~~Mylar Plots (per foot): \$8.00~~
  - ~~AGR Remote Port Access (per month): \$50.00~~
  - AGRC GIS Training (per person, per day): \$120.00
  - AGRC Staff Labor (per hour): \$60.00
  - AGRC Intern Labor (per hour): \$30.00
4. Approve nonlapsing intent language shown above.
5. The subcommittee may also wish to consider a \$125,000 one-time General Fund appropriation to correct errors made by AGRC’s accountants at FY 2004 year-end.

**BUDGET DETAIL TABLE****Administrative Services - Automated Geographic Reference Center**

<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	371,500	387,200	0	387,200	0	387,200
General Fund, One-time	302,800	6,700	0	6,700	(6,700)	0
Federal Funds	552,200	500,000	0	500,000	(450,000)	50,000
Dedicated Credits Revenue	458,000	501,500	85,000	586,500	(70,800)	515,700
GFR - E-911 Emergency Services	0	250,000	0	250,000	0	250,000
Lapsing Balance	(125,300)	0	0	0	0	0
<b>Total</b>	<b>\$1,559,200</b>	<b>\$1,645,400</b>	<b>\$85,000</b>	<b>\$1,730,400</b>	<b>(\$527,500)</b>	<b>\$1,202,900</b>
<b>Categories of Expenditure</b>						
Personal Services	817,700	751,600	225,500	977,100	(266,200)	710,900
In-State Travel	12,700	0	15,500	15,500	(5,500)	10,000
Out of State Travel	15,600	0	5,100	5,100	1,800	6,900
Current Expense	266,200	141,300	(52,500)	88,800	156,100	244,900
DP Current Expense	253,800	127,500	(28,600)	98,900	52,300	151,200
DP Capital Outlay	26,800	0	0	0	23,000	23,000
Other Charges/Pass Thru	166,400	625,000	(80,000)	545,000	(489,000)	56,000
<b>Total</b>	<b>\$1,559,200</b>	<b>\$1,645,400</b>	<b>\$85,000</b>	<b>\$1,730,400</b>	<b>(\$527,500)</b>	<b>\$1,202,900</b>
<b>Other Data</b>						
Total FTE	10.0	13.0	(3.0)	10.0	0.0	10.0

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

# Budget Brief – Administrative Rules

NUMBER CFAS-05-06

## SUMMARY

The Division of Administrative Rules establishes procedures for administrative rulemaking, records administrative rules, and makes administrative rules available to the public. The division also administers the Utah Administrative Rulemaking Act and ensures state agencies comply with filing, publication and hearing procedures. To accomplish these mandates, the division provides training to agency rule writers and administrators, performs individual consultations, publishes a periodic newsletter, and distributes the *Rulewriting Manual for Utah*.

## ISSUES AND RECOMMENDATIONS

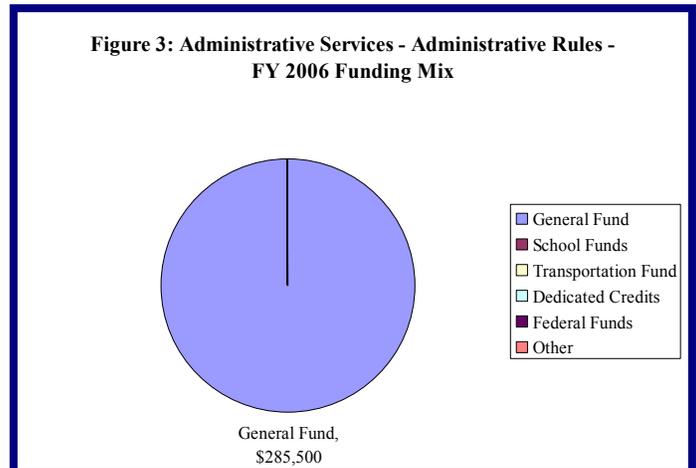
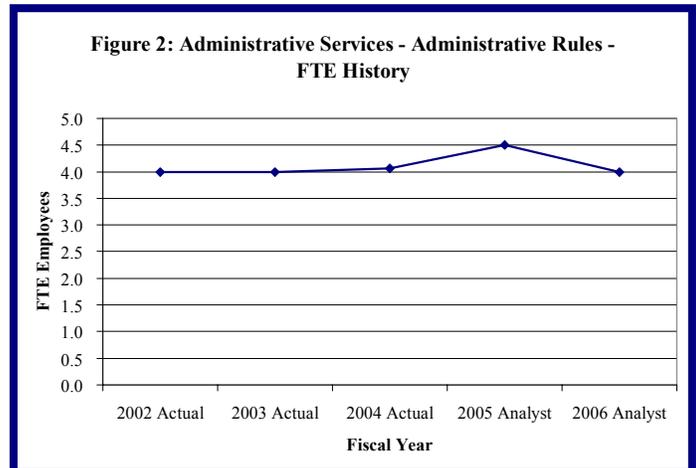
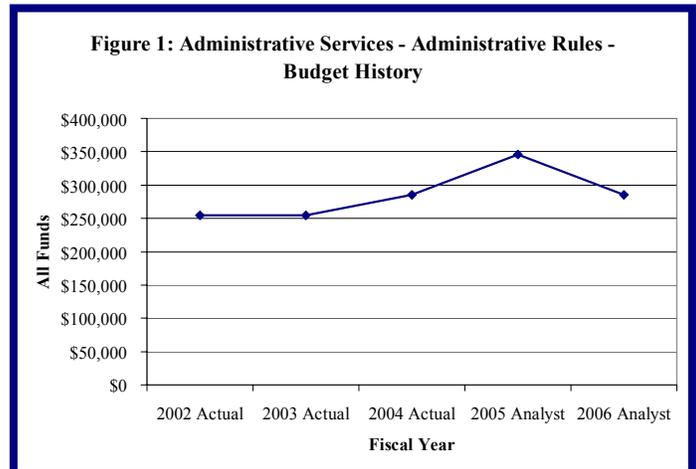
### *Rules Editor*

While the Analyst doesn't recommend an appropriation for this item at this time, the issue is serious enough to merit legislative consideration.

The risk of an agency administrative rule being challenged because of a procedural defect is rising. The accuracy of agency rule filings presents the most significant controllable cost driver for the division. Since the automation of rule filing in September 2001, the division has documented an average of 28 percent of rule filings requiring substantive corrections prior to publication. This is only based on problems the division staff identified. In FY 2004, with heightened scrutiny of rules and five-year review filings, 42 percent were returned for correction.

Presenting accurate rules is a responsibility of the submitting agencies. Funding an additional editor in the Division of Administrative Rules is not the best use of funds, since agencies should submit accurate rules. Nevertheless, the large number of incorrectly submitted rules is creating a strain on the existing Rules staff.

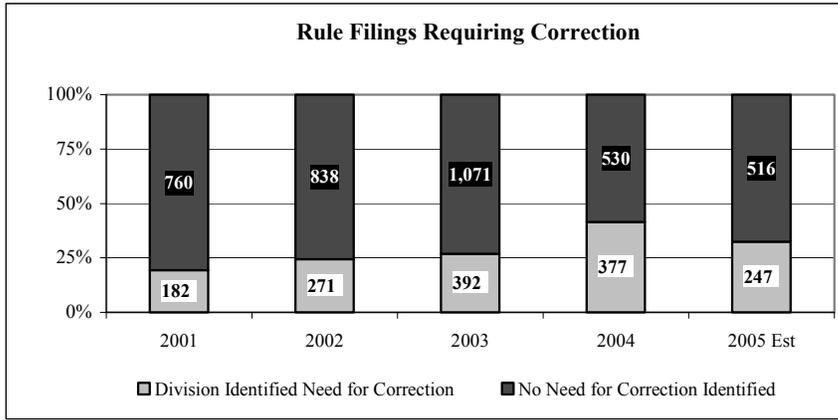
The Analyst recommends the Legislature appropriate the Division of Administrative Rules' base budget in FY 2006. The Analyst does not recommend any supplemental FY 2005 appropriations.



**ACCOUNTABILITY DETAIL**

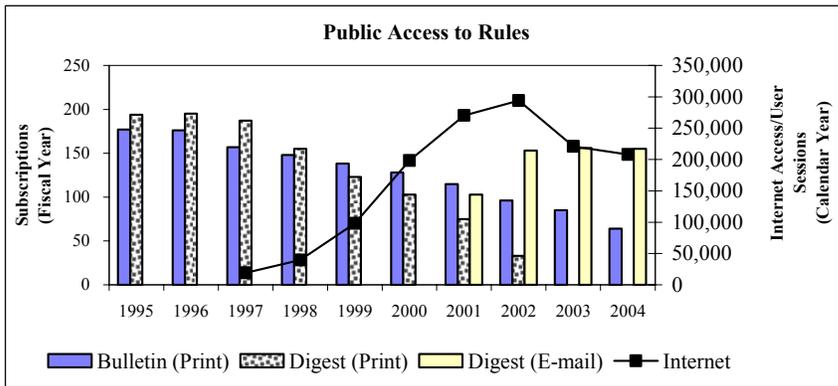
Administrative rules have the effect of law – implying they might have a fiscal impact on state government. The division requires submitting agencies to provide detailed fiscal impact information, and statute allows the Administrative Rules Review Committee to exercise continuous oversight of the rulemaking process.

**Rule Filings Requiring Correction**



The division processes an average of almost 1,200 rule filings per year with four staff members. The division also provides information to the Administrative Rules Committee, and publishes the Utah State Bulletin and Administrative Code. The division does not have time nor staff to analyze every rule for accuracy and legality. However, in FY 2004 the division noted an increase in rules filed with technical inaccuracies (over 40 percent). If left unchecked, this could result in the need for an additional employee with the sole responsibility of reviewing rules for accuracy.

**Public Access to Rules**



Data is provided on a calendar-year basis. 2004 numbers are as of November 17, 2004. The downturn in Internet access in 2003 coincided with the state’s shift to the “utah.gov” domain name. Monthly statistics showed that usage took several months to rebound, as users and search engines adjusted to the new name. It is expected that final 2004 numbers will show Internet usage slightly above 2003. The contract for the paper bulletin was terminated on April 6, 2003.

**BUDGET DETAIL**

UCA 63-46a-10(5) makes nonlapsing all funds appropriated or collected for publishing the division’s publications.

To offset rising workload within the division, the 2004 Legislature provided \$55,000 in one-time General Funds to hire contract employees to assist with preparation and publication of rules.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$285,500, all from the General Fund.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in Senate Bill 1, 2004 General Session:

*It is the intent of the Legislature that funds for Administrative Rules shall not lapse and that those funds may be used to fund an FTE or contract position on a temporary basis.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$285,500 for the Division of Administrative Rules.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

Administrative Services - Administrative Rules						
Sources of Finance	FY 2004 Actual	FY 2005 Appropriated	Changes	FY 2005 Revised	Changes	FY 2006 Analyst*
General Fund	279,700	285,500	0	285,500	0	285,500
General Fund, One-time	55,800	2,100	0	2,100	(2,100)	0
Beginning Nonlapsing	8,200	0	58,000	58,000	(58,000)	0
Closing Nonlapsing	(58,000)	0	0	0	0	0
<b>Total</b>	<b>\$285,700</b>	<b>\$287,600</b>	<b>\$58,000</b>	<b>\$345,600</b>	<b>(\$60,100)</b>	<b>\$285,500</b>
<b>Categories of Expenditure</b>						
Personal Services	248,500	241,800	26,100	267,900	(16,700)	251,200
Out of State Travel	3,300	2,300	700	3,000	0	3,000
Current Expense	17,000	15,600	1,800	17,400	0	17,400
DP Current Expense	16,900	27,900	29,400	57,300	(43,400)	13,900
<b>Total</b>	<b>\$285,700</b>	<b>\$287,600</b>	<b>\$58,000</b>	<b>\$345,600</b>	<b>(\$60,100)</b>	<b>\$285,500</b>
<b>Other Data</b>						
Total FTE	4.1	4.0	0.5	4.5	(0.5)	4.0

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

# Budget Brief – DFCM Administration

NUMBER CFAS-05-07

## SUMMARY

The Division of Facilities Construction and Management (DFCM) is the building manager for all state owned facilities. The division is responsible for all aspects of construction and maintenance of state buildings and assists the Building Board in developing its recommendations for capital development projects and allocating capital improvement funds. The division also oversees all non-higher education leases and controls the allocation of state-owned space.

## ISSUES AND RECOMMENDATIONS

### *Make FTE Reduction Ongoing*

During the 2004 General Session the Legislature appropriated one-time (\$87,400) from project reserve funds in order to capture savings from a one-FTE reduction in the Capital Development area. This position has been vacant for at least two years. The Analyst recommends making the reduction permanent with an ongoing reduction to the base Project Reserve Fund appropriation.

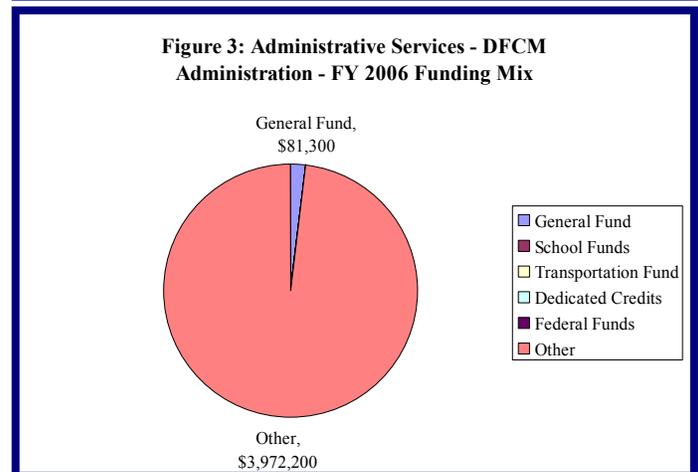
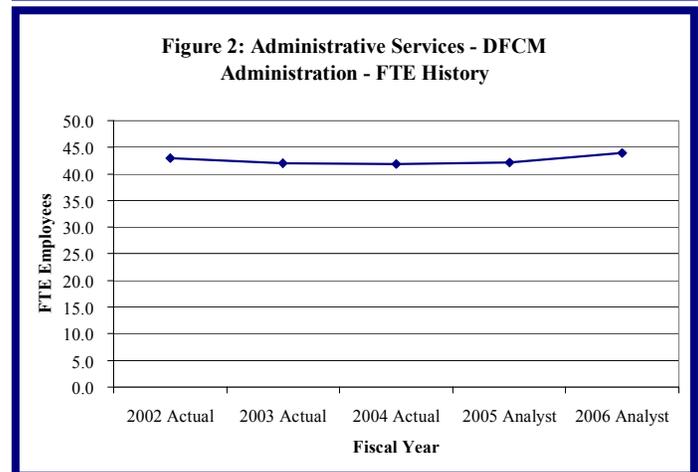
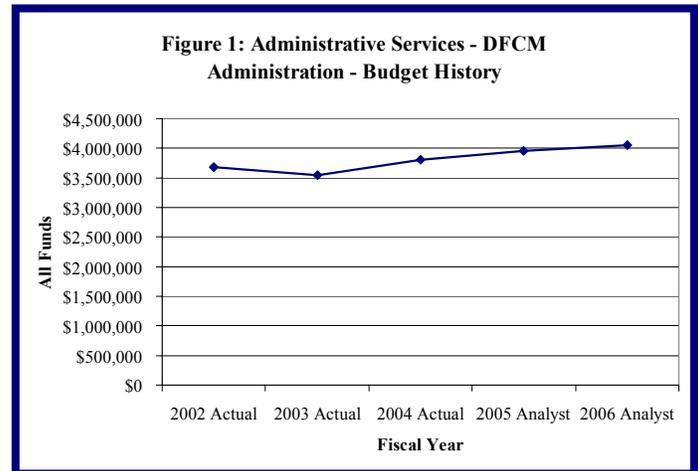
### *Move CAD program (2 FTE) from ISF Budget*

Currently the Computer Aided Design (CAD) program resides in the DFCM ISF budget, though it is funded out of project money in the Administration budget. This program should have been moved to the Administration budget several years ago when the HazMat and Roofing/Paving programs were moved. The Analyst recommends increasing the appropriation from capital improvement funds by \$124,000 to place this program in the Administration line item. Shifting this money from projects should allow either a very slim reduction to project costs or a slim increase in project reserve fund balances.

### *Partially Restore General Funds*

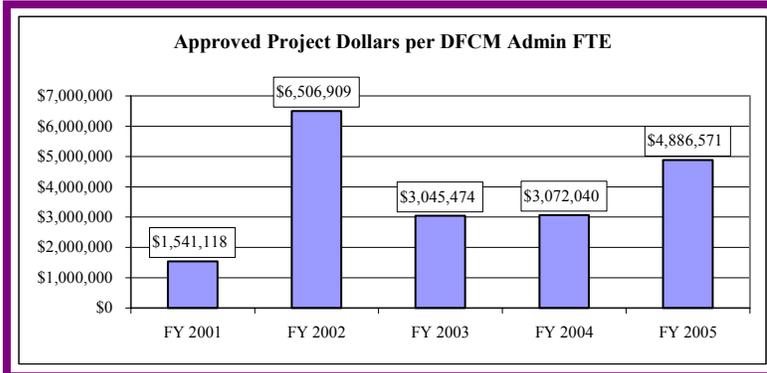
The Analyst recommends a partial restoration of General Funds which were cut (and replaced with project reserve funds) from this line item in FY 2002 on an ongoing basis. The Analyst recommends restoring \$1,075,000 of the \$3.1 million General Fund reduction/replacement. If the General Funds are restored, a concurrent reduction should be made to the Project Reserve Fund appropriation, since it would be a replacement. Please see Issue Brief CFAS-05-04 for more information.

The Analyst does not recommend any supplemental FY 2005 appropriations.



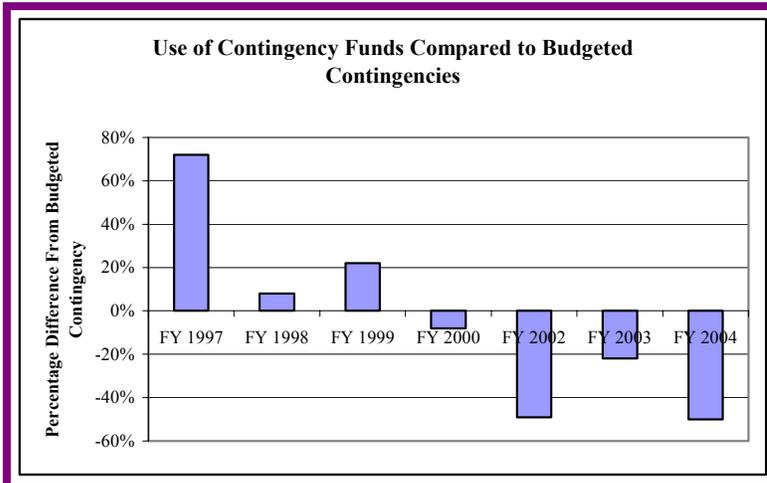
**ACCOUNTABILITY DETAIL**

**Approved Project Dollars per DFCM Admin FTE**



While these numbers are not under DFCM's control, since the Legislature determines the level of approved projects, it does provide a workload indication.

**Actual vs. Budgeted Use of Contingency Funds**



DFCM began reducing its use of contingency funds in FY 2000, prior to contingency reserve funds replacing General Funds for division administration in FY 2002. DFCM achieved greater cost control by changing the type of bids and contract methods it uses. However, appropriating contingency reserve funds for division administration also provides an incentive (good or bad) to maintain a positive balance in these funds.

**Project Fund Balances**

Fiscal year ending balances for the two reserve funds:

Fund Name	FY 2002	FY 2003	FY 2004
Project Reserve	\$3,859,300	\$3,585,100	\$4,390,800
Contingency Reserve	\$4,330,500	\$6,149,600	\$6,380,100

**Open Projects**

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT			
Open Projects As Of October 19, 2004			
Agency/Institution	Amount	Projects	Average Project
Alcoholic Beverage Control	\$10,691,200	19	\$562,695
Agriculture	\$155,700	2	\$77,850
Ag - State Fairpark	\$277,000	4	\$69,250
Corrections	\$21,151,800	23	\$919,643
Courts	\$22,696,700	19	\$1,194,563
DCED	\$60,000	2	\$30,000
DEQ	\$384,600	1	\$384,600
DFCM Projects	\$85,533,700	52	\$1,644,879
DNR Parks & Recreation	\$27,950,100	20	\$1,397,505
DNR Wildlife Resources	\$3,849,800	10	\$384,980
Ed - Bridgerland ATC	\$360,900	2	\$180,450
Ed - Davis ATC	\$504,700	4	\$126,175
Ed - Deaf and Blind School	\$35,400	1	\$35,400
Ed - Ogden/Weber ATC	\$1,299,300	2	\$649,650
Ed - Uintah Basin ATC	\$189,600	2	\$94,800
Ed - Other	\$32,400	1	\$32,400
Health	\$11,260,900	12	\$938,408
State Hospital	\$16,027,000	5	\$3,205,400
Development Center	\$3,894,000	7	\$556,286
Youth Corrections	\$11,980,100	8	\$1,497,513
Human Services Other	\$597,000	2	\$298,500
National Guard	\$8,316,500	56	\$148,509
Public Safety	\$1,894,100	7	\$270,586
Transportation	\$3,615,700	16	\$225,981
CEU	\$4,405,800	6	\$734,300
Dixie	\$19,282,100	10	\$1,928,210
SLCC	\$30,285,100	20	\$1,514,255
Snow College	\$22,750,800	11	\$2,068,255
Southern Utah University	\$15,038,300	16	\$939,894
University of Utah	\$211,954,900	12	\$17,662,908
Utah State University	\$93,499,100	19	\$4,921,005
UVSC	\$18,228,300	11	\$1,657,118
Weber State University	\$18,706,100	29	\$645,038
Workforce Services	\$5,193,700	15	\$346,247
<b>Subtotal</b>	<b>\$672,102,400</b>	<b>426</b>	<b>\$1,577,705</b>
Delegated Projects			
University of Utah	\$133,194,700	33	\$4,036,203
Utah State University	\$5,358,000	19	\$282,000
<b>Subtotal Delegated</b>	<b>\$138,552,700</b>	<b>52</b>	<b>\$2,664,475</b>
Exempted Projects			
<b>Capitol Preservation Bd</b>	<b>\$134,216,600</b>	<b>9</b>	<b>\$14,912,956</b>
<b>Total</b>	<b>\$944,871,700</b>	<b>487</b>	<b>\$1,940,188.30</b>

**Legislative Audit**

The Legislative Auditor recently concluded a performance audit of the division. The audit concludes that DFCM's management of the University of Utah housing project led to confusion and disputes with contractors. However, the audit finds that many of those problems have been resolved, DFCM has learned from its mistakes, and today is a well-managed organization. Copies of the Audit Digest are enclosed for legislative review.

**BUDGET DETAIL**

Only two percent of this budget is currently funded with General Funds. The remainder is funded from capital improvement funds and capital development funds (from which money flows to the project reserve funds). These funds have been appropriated under various names in the past. For example, in FY 2004 capital improvement funds were appropriated as Dedicated Credits. In FY 2005 all capital funds were joined together and appropriated as "Capital Project Funds." In order to eliminate confusion, the Analyst's base recommendation separates funds in FY 2006.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$4,053,500, with \$81,300 from the General Fund. This recommendation includes (\$87,400) for an FTE reduction, and \$124,000 for transferring the CAD program from the ISF budget. However, the Analyst's numbers do not currently include the \$1,075,000 General Fund restoration, as no additional state funds have been allocated to the subcommittee. The Analyst recommends this be prioritized highly by the subcommittee.

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$4,053,500 for the Division of Facilities Construction and Management. This includes (\$87,400) for an FTE reduction, and \$124,000 for transferring the CAD program from the ISF budget. The Analyst recommends an additional General Fund restoration of \$1,075,000 if funds become available later.

**BUDGET DETAIL TABLE**

<b>Administrative Services - DFCM Administration</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	81,300	81,300	0	81,300	0	81,300
Dedicated Credits Revenue	1,115,700	0	0	0	0	0
Capital Project Fund	966,900	3,956,700	0	3,956,700	(2,366,300)	1,590,400
Project Reserve Fund	1,699,500	0	0	0	1,908,400	1,908,400
Contingency Reserve Fund	0	0	0	0	473,400	473,400
Lapsing Balance	(62,500)	(87,400)	0	(87,400)	87,400	0
<b>Total</b>	<b>\$3,800,900</b>	<b>\$3,950,600</b>	<b>\$0</b>	<b>\$3,950,600</b>	<b>\$102,900</b>	<b>\$4,053,500</b>
<b>Programs</b>						
DFCM Administration	3,090,900	3,134,500	0	3,134,500	107,000	3,241,500
Preventive Maintenance	153,500	154,500	0	154,500	(1,000)	153,500
Governor's Residence	81,300	81,300	0	81,300	0	81,300
DFCM HazMat	80,200	94,500	0	94,500	(500)	94,000
Roofing and Paving	395,000	485,800	0	485,800	(2,600)	483,200
<b>Total</b>	<b>\$3,800,900</b>	<b>\$3,950,600</b>	<b>\$0</b>	<b>\$3,950,600</b>	<b>\$102,900</b>	<b>\$4,053,500</b>
<b>Categories of Expenditure</b>						
Personal Services	3,071,900	3,165,800	(18,200)	3,147,600	88,000	3,235,600
In-State Travel	77,000	74,200	6,500	80,700	3,400	84,100
Out of State Travel	8,800	25,200	(7,000)	18,200	2,000	20,200
Current Expense	387,700	379,300	29,500	408,800	5,500	414,300
DP Current Expense	249,300	306,100	(10,800)	295,300	4,000	299,300
DP Capital Outlay	6,200	0	0	0	0	0
<b>Total</b>	<b>\$3,800,900</b>	<b>\$3,950,600</b>	<b>\$0</b>	<b>\$3,950,600</b>	<b>\$102,900</b>	<b>\$4,053,500</b>
<b>Other Data</b>						
Total FTE	41.8	42.0	0.1	42.1	1.9	44.0
Vehicles	9	9	0	9	0	9

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

# Budget Brief – Division of State Archives

NUMBER CFAS-05-08

## SUMMARY

The Utah State Archives is the repository for official records of the state and its political subdivisions. The division serves state government and the public by managing records created by the legislative, judicial, and executive branches. Records created by government agencies are divided into record series, or documents of like purpose, that reflect the various functions of the agency.

The division is the official custodian of all non-current public records of permanent value that are not required to remain in the custody of the agency.

The new State Archives building is located at 346 S. Rio Grande, Salt Lake City. This location contains the administrative offices, state of the art automated storage and retrieval system, and new research room located at 300 S. Rio Grande. The former location on Capitol Hill is vacant and scheduled for demolition in March, 2005. The State Records Center is located at 2341 S. 2300 W., Salt Lake City. This location warehouses temporary governmental records for all state and local agencies.

## ISSUES AND RECOMMENDATIONS

### *Electronic Records Management*

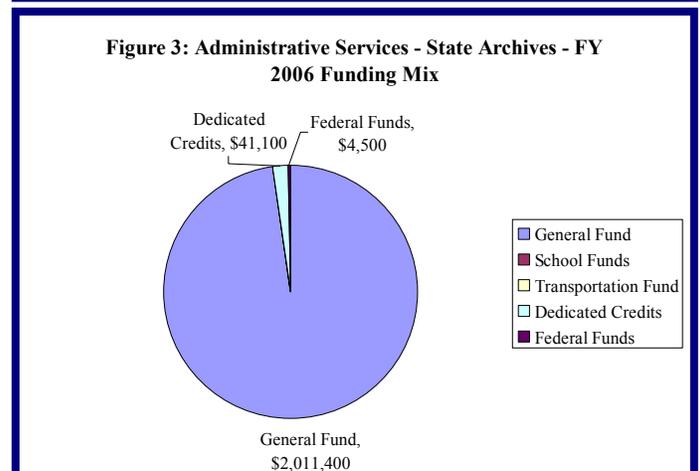
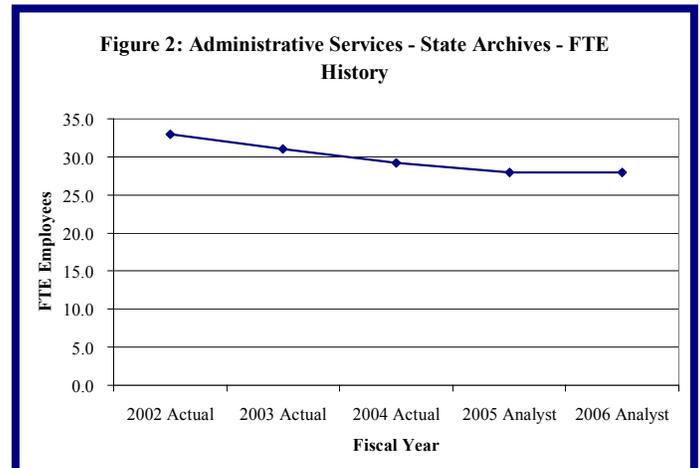
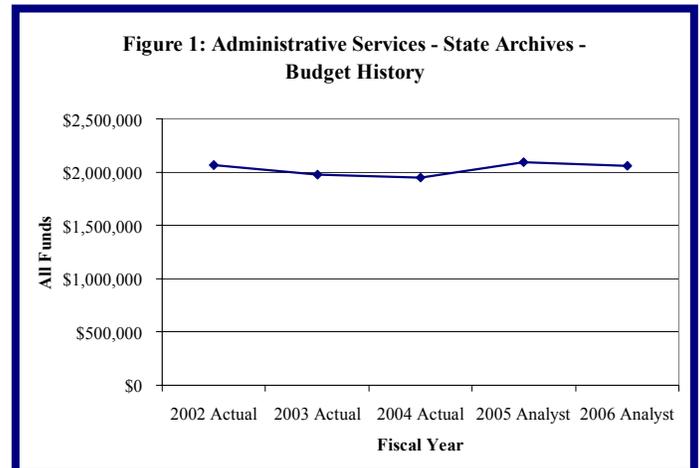
The Analyst recommends a General Fund one-time appropriation of \$68,000 in FY 2006 to develop a statewide plan for electronic records management. Please refer to Issue Brief CFAS-05-05 for more information.

### *Digitization of Collection*

The Analyst recommends \$94,600 in FY 2006 for one-time costs, and \$48,400 for ongoing costs, associated with digitizing the large historically significant collection of state records. Please refer to Issue Brief CFAS-05-05 for more information.

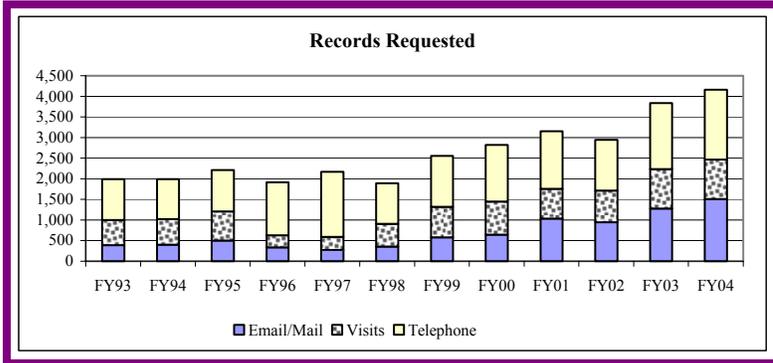
Neither of these recommendations is currently built into the Analyst's recommendations in the tables in this brief, as the Executive Appropriations Committee has not yet allocated additional funds to the CFAS subcommittee. The Analyst recommends this be prioritized highly if/when additional funds are allocated to the subcommittee.

The Analyst does not recommend any supplemental FY 2005 appropriations.



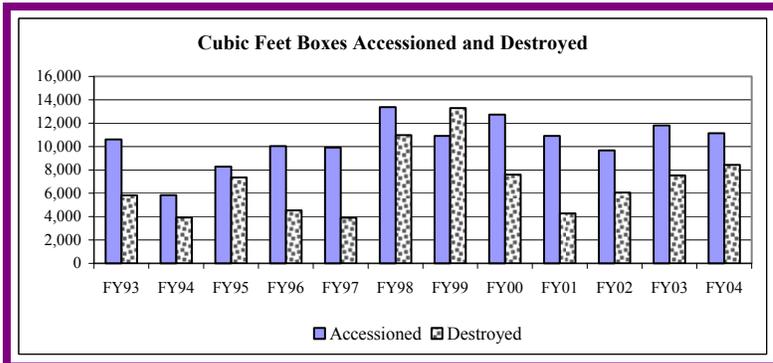
**ACCOUNTABILITY DETAIL**

**Records Requested**



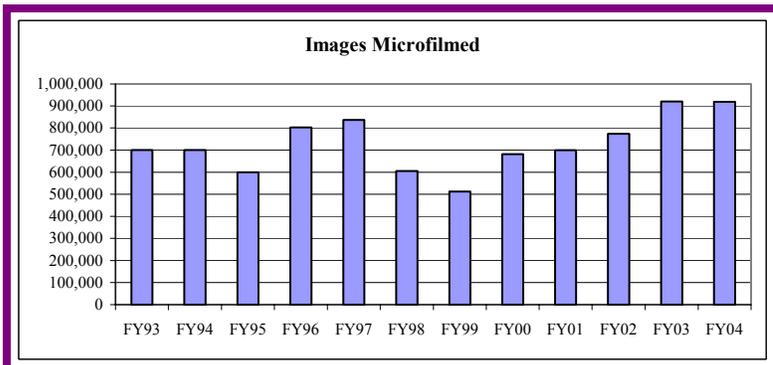
The number of records requested per year has risen steadily since FY 1998.

**Cubic Feet Boxes Accessioned and Destroyed**



The nature of this workload is cyclical. Output appears not to be strongly correlated to FTE, as the division had 33.5 FTE in FY 1999, 34.5 in FY01, and 28 in 2004.

**Images Microfilmed**



The division has been able to process more images in recent years due to acquisition of better technology.

**BUDGET DETAIL**

Ninety eight percent of this budget is appropriated from the General Fund. Dedicated Credits of \$41,100 are projected to be raised from sales of copies of archived records. Federal funds in the amount of \$4,500 are anticipated from the National Historic Publications and Records Commission, to be matched with \$3,100 of in-kind salary and a small amount for long distance phone charges.

During the 2004 General Session the Legislature used internal department reallocations to fund \$94,800 operation and maintenance costs associated with the new Archives facility.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$2,057,000, with \$2,011,400 from the General Fund, for the Division of State Archives. The Analyst further recommends an additional one-time FY 2006 General Fund increase of \$162,600, plus an additional ongoing FY 2006 General Fund appropriation of \$48,400 for the initiatives described above. This funding increase is not built into the tables and charts in this budget brief.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in Senate Bill 1, 2004 General Session:

*It is the intent of the Legislature that funds for State Archives shall not lapse and that those funds shall be used to digitize and microfilm documents generated by former Utah governors for preservation and access.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$2,057,000 for the Division of State Archives, plus an additional appropriation for electronic records management and digitization of records, as shown above.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

Administrative Services - State Archives						
Sources of Finance	FY 2004 Actual	FY 2005 Appropriated	Changes	FY 2005 Revised	Changes	FY 2006 Analyst*
General Fund	1,868,800	2,011,400	0	2,011,400	0	2,011,400
General Fund, One-time	5,500	14,000	0	14,000	(14,000)	0
Federal Funds	0	0	0	0	4,500	4,500
Dedicated Credits Revenue	34,100	41,100	0	41,100	0	41,100
Beginning Nonlapsing	65,400	0	23,800	23,800	(23,800)	0
Closing Nonlapsing	(23,800)	0	0	0	0	0
<b>Total</b>	<b>\$1,950,000</b>	<b>\$2,066,500</b>	<b>\$23,800</b>	<b>\$2,090,300</b>	<b>(\$33,300)</b>	<b>\$2,057,000</b>
<b>Programs</b>						
Archives Administration	438,200	509,300	53,600	562,900	(21,900)	541,000
Records Analysis	324,000	333,000	12,900	345,900	(3,000)	342,900
Preservation Svcs	293,700	311,400	(19,900)	291,500	(2,600)	288,900
Patron Services	474,600	428,300	(53,800)	374,500	(3,600)	370,900
Records Services	419,500	484,500	31,000	515,500	(2,200)	513,300
<b>Total</b>	<b>\$1,950,000</b>	<b>\$2,066,500</b>	<b>\$23,800</b>	<b>\$2,090,300</b>	<b>(\$33,300)</b>	<b>\$2,057,000</b>
<b>Categories of Expenditure</b>						
Personal Services	1,324,500	1,447,400	(62,900)	1,384,500	(34,900)	1,349,600
In-State Travel	5,600	3,400	0	3,400	1,700	5,100
Out of State Travel	4,400	8,200	0	8,200	0	8,200
Current Expense	447,300	463,600	64,800	528,400	21,400	549,800
DP Current Expense	137,200	138,900	(1,600)	137,300	0	137,300
Capital Outlay	30,500	0	25,900	25,900	(25,900)	0
Other Charges/Pass Thru	500	5,000	(2,400)	2,600	4,400	7,000
<b>Total</b>	<b>\$1,950,000</b>	<b>\$2,066,500</b>	<b>\$23,800</b>	<b>\$2,090,300</b>	<b>(\$33,300)</b>	<b>\$2,057,000</b>
<b>Other Data</b>						
Total FTE	29.3	28.0	0.0	28.0	0.0	28.0
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.

# Budget Brief – Division of Finance – Administration

NUMBER CFAS-05-09

## SUMMARY

The Division of Finance is the State of Utah’s central financial accounting office. The division provides direction regarding fiscal matters, financial systems, processes and information. The includes maintaining accounting and payroll systems, ensuring compliance with state financial laws, maintaining a data warehouse of financial information, producing the state’s financial reports, processing the state’s payments, and operating the state’s travel agency.

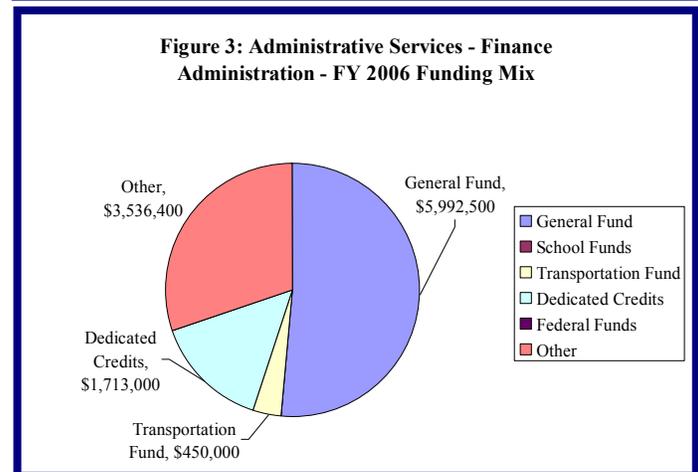
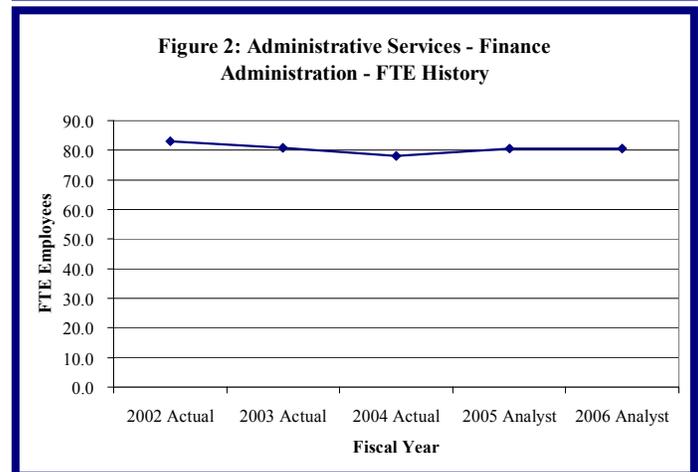
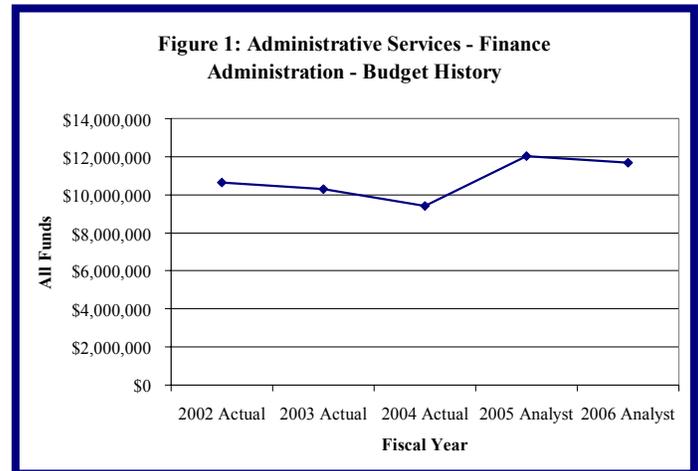
The Division of Finance is divided into six programs (Director’s Office, Accounts Payable, Financial Reporting, Financial Information Systems, Payroll, and Technical Services) to accomplish its mission. Some of its key functions are to:

- Produce the State’s Comprehensive Annual Financial Report
- Ensure compliance with generally accepted accounting principles
- Pay all bills to vendors/contractors and issue payroll checks
- Develop, operate, and maintain accounting systems to control spending, state assets and state loans
- Process the state’s payroll
- Account for revenues collected by all agencies

## ISSUES AND RECOMMENDATIONS

### *Other Post Employment Benefits (OPEB) Actuarial Study*

The state has never had an actuarial study to estimate its liability for post employment benefits. The state is required by statute to recognize its liability for post employment benefits and to prepare financial statements according to generally accepted accounting principles (GAAP) (UCA-51-5-6). New financial reporting requirements in GASB 43 and 45 will require the state to estimate its liability for OPEB through actuarially defined methods. This will require the division to contract with an actuary. The study will be required every two years.



The Analyst recommends a supplemental appropriation of \$50,000 in FY 2005 to issue a contract in the current year. The Analyst further recommends an ongoing appropriation of \$25,000 in FY 2006 in order to complete a study every other year. This recommendation is not built into the tables and charts in this budget brief, as the Executive Appropriations Committee has not yet allocated additional funds to the CFAS subcommittee, but the Analyst recommends this be prioritized highly if/when additional funds are allocated to the subcommittee.

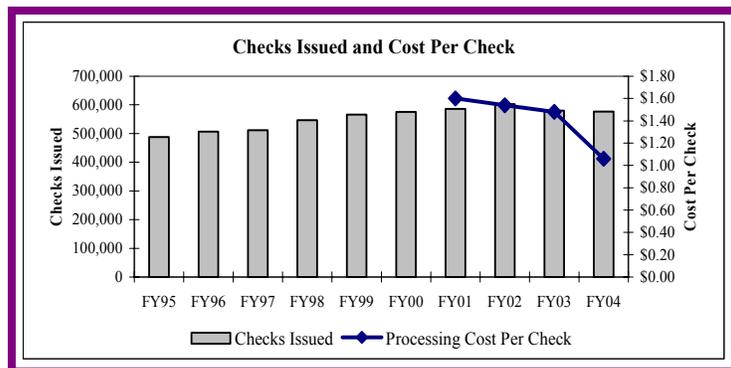
**Change Intent Language to Statute**

Since the 2000 General Session the Legislature has annually adopted intent language requiring personal vehicle mileage reimbursement be no greater than the per mile cost of a mid-size sedan operated by the Division of Fleet Operations (please see “intent language” later in this brief). The Analyst believes this is good fiscal policy, because when employees request reimbursement for using a personal vehicle the state pays for a vehicle twice – once for the employee’s mileage and again for the unused state vehicle. However, the Analyst recommends the Legislature put this language in statute rather than adopt it annually as intent language. Currently there is no bill or sponsor.

**ACCOUNTABILITY DETAIL**

**Checks Issued, Processing Cost per Check**

The state issued 576,703 paychecks in FY 2004, an average of 22,181 checks per pay period. More than seventy-five percent of payroll “checks” are actually electronic deposits. Processing cost per check in FY 2004 was \$1.06 compared to \$1.48 in FY 2003 and \$1.54 in FY 2002.



**Personal Vehicle Mileage Reimbursement**

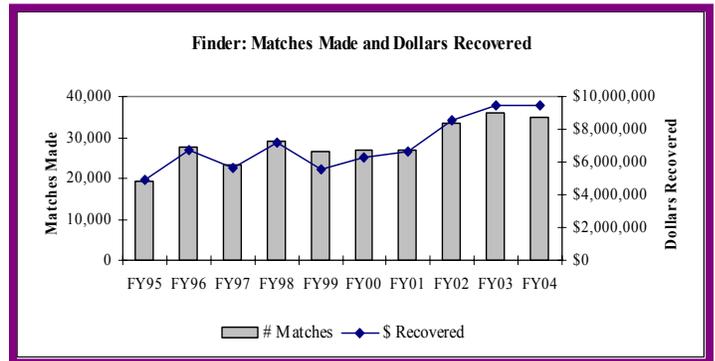
As gasoline prices rise, the cost of operating a state sedan rises and the reimbursement rate is adjusted accordingly. Even with increases in fuel prices, total reimbursement has held steady since FY 2001.

	FY 2001	FY 2002	FY 2003	FY 2004
In State	\$2,711,600	\$2,755,900	\$2,802,500	\$2,809,200
Out of State	\$71,900	\$68,300	\$62,900	\$60,100
<b>Total</b>	<b>\$2,783,500</b>	<b>\$2,824,200</b>	<b>\$2,865,400</b>	<b>\$2,869,300</b>

Source: Division of Finance

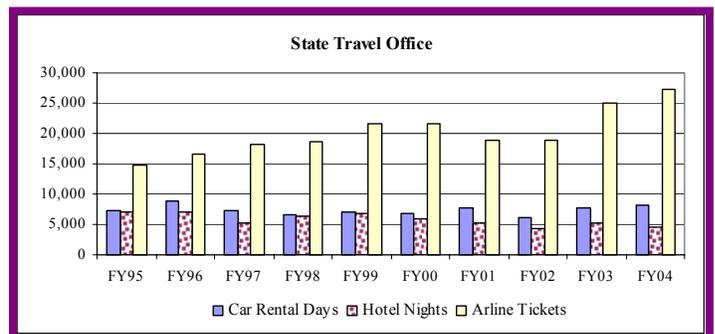
**Finder Matches and Dollars Recovered**

Finance manages a separate program called Finder with the aim of improving funds owed to the state. The program matches tax refunds and vendor payments with outstanding receivables due the state. In FY 2004 Finder processed 752,059 tax refunds, made 34,967 matches, and recovered \$9,409,984 due the state.



**State Travel Office Statistics**

The travel office is managed by a private vendor dedicated to arranging travel for state employees. With elimination of airline commissions the user agency pays a fee to the travel office for each reservation. State agencies are also required to use the travel office for hotel or car rentals, except in special situations.



**BUDGET DETAIL**

Dedicated Credits are generated from user fees in the travel office, administrative costs charged to the Finder System, and overhead charges made for accounting services.

In FY 2003 the division used approximately \$1.5 million in nonlapsing funds to finance the new payroll system. During the 2004 General Session the Legislature provided \$3,000,000 in one-time funds as an FY 2004 supplemental appropriation (H.B. 1) to replace the state's financial accounting system (FINET). These funds came from excess retained earnings in the Risk Management program.

Intent language in this line item requires that nonlapsing balances be expended on accounting systems.

Because of the large amount of data processed for the Department of Transportation, a portion of the Financial Information Systems program is funded from the Transportation Fund.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$11,691,900, with \$5,992,500 from the General Fund for the Finance – Administration line item. The Analyst further recommends an FY 2005 supplemental General Fund appropriation of \$50,000 and an FY 2006 ongoing General Fund increase of \$25,000 for actuarial reviews of Other Post Employment Benefits. This funding increase is not built into the tables and charts in this budget brief, as the Executive Appropriations Committee has not yet allocated additional funds to the CFAS subcommittee, but the Analyst recommends this be prioritized highly if/when additional funds are allocated to the subcommittee.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in Senate Bill 1, 2004 General Session:

*It is the intent of the Legislature that funds for the Division of Finance shall not lapse and that those funds shall be used for maintenance, operation, and development of statewide accounting systems.*

The Analyst recommends the following intent language be changed to statutory language. However, if such a change is not made, the Analyst recommends keeping the language as an intent statement:

*It is the intent of the Legislature that the Department of Administrative Services develop and implement a mileage reimbursement program that requires agencies to reimburse employees for personal vehicle use at a rate equal to, or less than, the per mile cost of a mid-size sedan operated by the Division of Fleet Operations. It is also the intent of the Legislature that these rules be applied to legislative staff, the judicial branch and the Utah System of Higher Education. The rule should make exception for instances where a state fleet vehicle is not available to the employee, for mileage reimbursements for elected officials of the state and members of boards and commissions who do not have access to the state fleet for use in their official duties.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$11,691,900 for the Division of Finance – Administration, plus an additional appropriation later for an actuarial study of Other Post Employment Benefits liability.
2. Intent language making this appropriation nonlapsing, as shown above.
3. Intent language regarding personal vehicle mileage reimbursement, if such language is not changed to statutory language.

**BUDGET DETAIL TABLE**

<b>Administrative Services - Finance Administration</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	6,100,800	5,992,500	0	5,992,500	0	5,992,500
General Fund, One-time	2,841,700	38,100	0	38,100	(38,100)	0
Transportation Fund	450,000	450,000	0	450,000	0	450,000
Dedicated Credits Revenue	1,980,400	1,694,000	19,000	1,713,000	0	1,713,000
GFR - ISF Overhead	1,490,000	1,272,400	0	1,272,400	0	1,272,400
Beginning Nonlapsing	2,151,400	989,900	4,594,000	5,583,900	(2,582,400)	3,001,500
Closing Nonlapsing	(5,583,900)	0	(3,001,500)	(3,001,500)	2,264,000	(737,500)
Lapsing Balance	(2,700)	0	0	0	0	0
<b>Total</b>	<b>\$9,427,700</b>	<b>\$10,436,900</b>	<b>\$1,611,500</b>	<b>\$12,048,400</b>	<b>(\$356,500)</b>	<b>\$11,691,900</b>
<b>Programs</b>						
Finance Director's Office	332,900	342,200	4,800	347,000	0	347,000
Payroll	1,767,900	2,112,400	(54,800)	2,057,600	(500,000)	1,557,600
Payables/Disbursing	1,997,900	2,078,000	(10,400)	2,067,600	0	2,067,600
Technical Services	1,409,700	1,572,100	192,800	1,764,900	68,100	1,833,000
Financial Reporting	1,208,100	1,265,000	(13,300)	1,251,700	0	1,251,700
Financial Information Systems	2,711,200	3,067,200	1,492,400	4,559,600	75,400	4,635,000
<b>Total</b>	<b>\$9,427,700</b>	<b>\$10,436,900</b>	<b>\$1,611,500</b>	<b>\$12,048,400</b>	<b>(\$356,500)</b>	<b>\$11,691,900</b>
<b>Categories of Expenditure</b>						
Personal Services	5,465,200	5,789,100	(12,500)	5,776,600	(11,800)	5,764,800
In-State Travel	800	1,200	0	1,200	0	1,200
Out of State Travel	22,800	17,100	16,900	34,000	(2,300)	31,700
Current Expense	1,051,900	1,033,700	700	1,034,400	8,300	1,042,700
DP Current Expense	2,022,900	3,518,400	1,325,600	4,844,000	(310,500)	4,533,500
DP Capital Outlay	864,100	73,000	285,200	358,200	(40,200)	318,000
<b>Total</b>	<b>\$9,427,700</b>	<b>\$10,432,500</b>	<b>\$1,615,900</b>	<b>\$12,048,400</b>	<b>(\$356,500)</b>	<b>\$11,691,900</b>
<b>Other Data</b>						
Total FTE	78.1	81.0	(0.5)	80.5	0.0	80.5

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

# Budget Brief – Finance – Mandated Expenditures

NUMBER CFAS-05-10

## SUMMARY

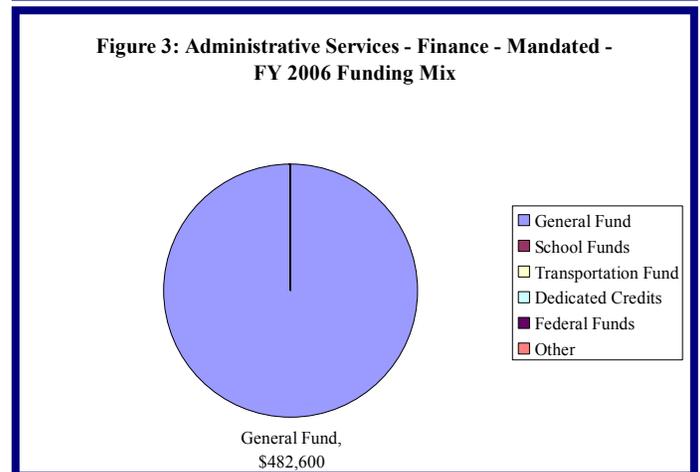
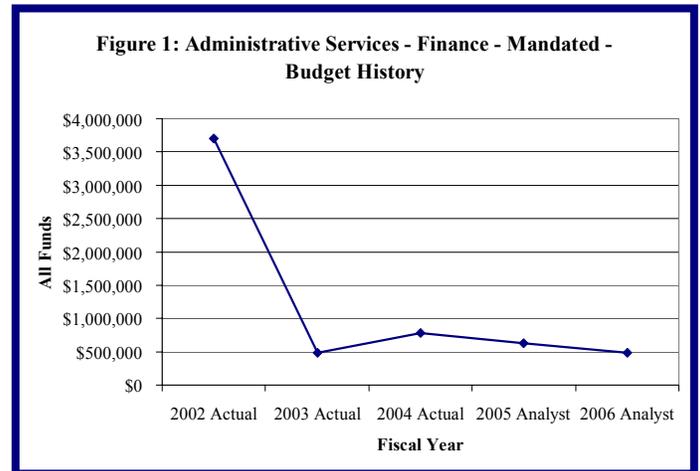
Each year the Legislature funds items that impact several agencies, solve problems that don't apply to any specific agency, or pose a conflict of interest to agency management. For these programs, the Legislature directs the Division of Finance to administer payment under rules established for each appropriation. In the past, the Legislature funded Y2K, critical land issues, and inmate issues by placing the funds in dedicated accounts managed by the Division of Finance.

The Division of Finance manages expenditures as provided by law for each appropriation, but is not empowered to make policy decisions regarding funding in the mandated sections.

This line item currently has only one program with an ongoing budget – the LeRay McAllister Critical Land Conservation Fund.

## ISSUES AND RECOMMENDATIONS

The LeRay McAllister Fund has gone from a base appropriation of \$2,750,000 to \$482,600 during recent budget cuts. In FY 2004 the Legislature made an additional one-time supplemental appropriation of \$300,000. Since FY 1999, state funds have been matched by other grants at a 4.79 to 1 (state funds) ratio (see data on the following page under "Accountability Detail"). These additional matching funds do not appear in the state budget but are part of the Quality Growth Commission's grant process. The Analyst recommends the Legislature consider an additional appropriation, one-time and/or ongoing, in FY 2005 and/or FY 2006.



**ACCOUNTABILITY DETAIL*****Use of LeRay McAllister Funds since FY 1999***

Since FY 1999 the Quality Growth Commission has authorized 45 projects totaling \$10.3 million in McAllister Fund grants. Partners in open space preservation have contributed nearly five dollars for every dollar of McAllister Fund grants.

<b>Urban</b>	<u>FY99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04 Award</u>	<u>Total</u>
Projects	2	8	3	4	3	6	26
Acreage	7,339.0	870.5	177.2	66.1	147.3	630.5	9,231
Grant	\$922,000	\$1,747,165	\$849,096	\$595,412	\$220,000	\$618,000	\$4,951,673
Match	\$4,072,000	\$8,531,890	\$1,090,300	\$4,179,942	\$250,000	\$2,417,000	\$20,541,132
<b>Total</b>	<b>\$4,994,000</b>	<b>\$10,279,055</b>	<b>\$1,939,396</b>	<b>\$4,775,354</b>	<b>\$470,000</b>	<b>\$3,035,000</b>	<b>\$25,492,805</b>
Match/Grant	4.42 to 1	4.88 to 1	1.28 to 1	7.02 to 1	1.14 to 1	3.91 to 1	4.15 to 1
<b>Rural</b>	<u>FY99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04 Award</u>	<u>Total</u>
Projects	3	3	6	2	2	3	19
Acreage	496.6	5,794.9	17,155.2	1,653.3	430.0	172.0	25,702
Grant	\$1,057,050	\$812,500	\$2,517,000	\$285,200	\$270,000	\$405,000	\$5,346,750
Match	\$3,096,050	\$2,810,400	\$17,521,132	\$2,071,000	\$1,770,000	\$1,515,494	\$28,784,076
<b>Total</b>	<b>\$4,153,100</b>	<b>\$3,622,900</b>	<b>\$20,038,132</b>	<b>\$2,356,200</b>	<b>\$2,040,000</b>	<b>\$1,920,494</b>	<b>\$34,130,826</b>
Match/Grant	2.93 to 1	3.46 to 1	6.96 to 1	7.26 to 1	6.56 to 1	3.74 to 1	5.38 to 1
<b>Total</b>	<u>FY99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04 Award</u>	<u>Total</u>
Projects	5	11	9	6	5	9	45
Acreage	7,835.6	6,665.4	17,332.4	1,719.4	577.3	802.5	34,932.5
Grant	\$1,979,050	\$2,559,665	\$3,366,096	\$880,612	\$490,000	\$1,023,000	\$10,298,423
Match	\$7,168,050	\$11,342,290	\$18,611,432	\$6,250,942	\$2,020,000	\$3,932,494	\$49,325,208
<b>Total</b>	<b>\$9,147,100</b>	<b>\$13,901,955</b>	<b>\$21,977,528</b>	<b>\$7,131,554</b>	<b>\$2,510,000</b>	<b>\$4,955,494</b>	<b>\$59,623,631</b>
Match/Grant	3.62 to 1	4.43 to 1	5.53 to 1	7.1 to 1	4.12 to 1	3.84 to 1	4.79 to 1

Source: GOPB

The FY 2004 closing balance of the LeRay McAllister Fund was \$1,371,100.

**BUDGET DETAIL**

The initial FY 1999 \$100,000 appropriation to the LeRay McAllister Fund increased to \$2.75 million in one-time funds for FY 2000. In FY 2001 the Legislature made those funds ongoing, but FY 2002 and 2003 budget pressures necessitated a re-prioritization of expenditures, ultimately reducing the program to \$482,600 in ongoing funds.

During the 2004 General Session the Legislature passed an FY 2004 supplemental appropriation of \$150,000 for a tuition tax credit study, along with intent language directing the funds to be used to hire a consultant at the sole discretion of the Legislative Management Committee.

This line item has oversight of the Utah Navajo Trust Fund. No appropriation is made to this fund. To review the fund's annual report, please see the Compendium of Budget Issues (COBI), chapter 10.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$482,600 from the General Fund to the LeRay McAllister Critical Land Conservation Fund. The Analyst further recommends an additional appropriation as funds and priorities are weighed by the Legislature.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in House Bill 1 (FY 2004 Supplemental Appropriations Act) and Senate Bill 1 (FY 2005 Appropriations Act), 2004 General Session:

*It is the intent of the Legislature that funds for the LeRay McAllister Fund shall not lapse.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$482,600 for the LeRay McAllister Fund, plus an additional appropriation to be determined later.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

<b>Administrative Services - Finance - Mandated</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	482,600	482,600	0	482,600	0	482,600
General Fund, One-time	450,000	0	0	0	0	0
Beginning Nonlapsing	0	0	150,000	150,000	(150,000)	0
Closing Nonlapsing	(150,000)	0	0	0	0	0
<b>Total</b>	<b>\$782,600</b>	<b>\$482,600</b>	<b>\$150,000</b>	<b>\$632,600</b>	<b>(\$150,000)</b>	<b>\$482,600</b>
<b>Programs</b>						
LeRay McAllister Fund	782,600	482,600	0	482,600	0	482,600
Studies	0	0	150,000	150,000	(150,000)	0
<b>Total</b>	<b>\$782,600</b>	<b>\$482,600</b>	<b>\$150,000</b>	<b>\$632,600</b>	<b>(\$150,000)</b>	<b>\$482,600</b>
<b>Categories of Expenditure</b>						
Current Expense	0	0	150,000	150,000	(150,000)	0
Other Charges/Pass Thru	782,600	482,600	0	482,600	0	482,600
<b>Total</b>	<b>\$782,600</b>	<b>\$482,600</b>	<b>\$150,000</b>	<b>\$632,600</b>	<b>(\$150,000)</b>	<b>\$482,600</b>
<b>Other Data</b>						
*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.						

# Budget Brief – Post-Conviction Indigent Defense Fund

NUMBER CFAS-05-11

## SUMMARY

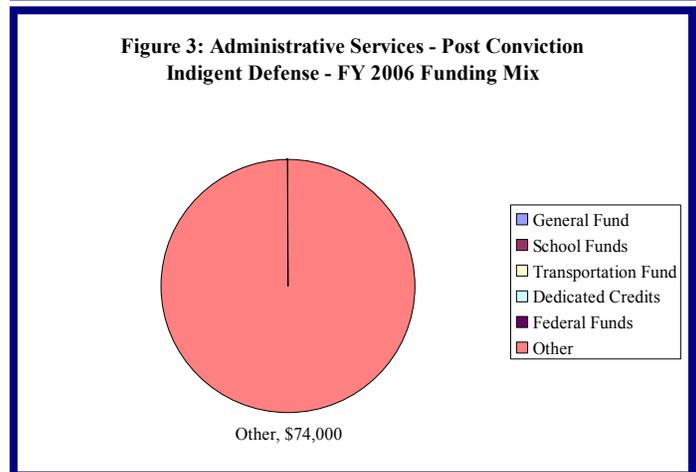
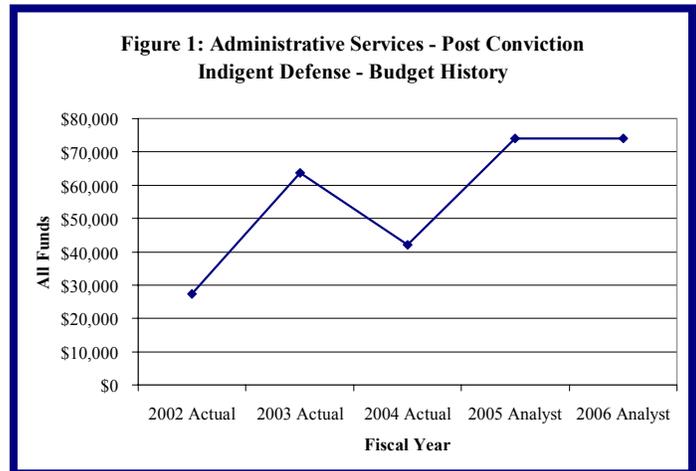
The Post-Conviction Indigent Defense Fund pays attorney fees for the automatic appeals for individuals convicted of capital crimes. The program was managed by the Attorney General’s office for a period of time but was moved into a separate line item to avoid the appearance of a conflict resulting from the AG prosecuting individuals while directly funding their defense. Funds are housed in the Division of Finance for administrative purposes only.

The Division of Finance manages two accounts that are similar to the Post Conviction Fund. These accounts are funded by participating counties with statutory language for legislative consideration of any shortfall:

- The *Indigent Inmate Defense Fund* is for inmates convicted of crimes while in prison. Sanpete County uses the program for inmates accused of crimes committed at the state prison in Gunnison. No other counties participate at this time.
- The *Indigent Capital Defense Fund* provides money to defend indigents charged with capital crimes in participating counties. The Division of Finance assesses the twenty-five participating counties annually and should be able to manage the fund in FY 2006 without state assistance.

## ISSUES AND RECOMMENDATIONS

The program should be able to continue with carry-forward balances in FY 2006. After expending \$42,000 in FY 2004, the fund has \$364,600 remaining in nonlapsing balances. Even if expenditures rise to the program’s current year appropriation of \$74,000, the nonlapsing balance in the program should be sufficient to meet FY 2005 and FY 2006 expenditures. However, at some point in the future the program’s nonlapsing balance will run out, requiring additional funding for the program. The Analyst recommends no supplemental changes to FY 2005.



**ACCOUNTABILITY DETAIL*****Post Conviction Indigent Defense Fund Expenditures***

Since FY 1999 annual expenditures in this program have averaged \$32,600. However, expenditures appear to be growing in recent years. If expenditures from FY 2005 forward average \$60,000 per year, nonlapsing balances will suffice until FY 2010.

FY 1999	\$17,000
FY 2000	\$23,000
FY 2001	\$22,300
FY 2002	\$27,400
FY 2003	\$63,800
FY 2004	\$42,000

**BUDGET DETAIL**

A General Fund appropriation was last made in FY 2002. Since then, this program has expended nonlapsing carry-forward balances only.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$74,000, entirely from nonlapsing balances.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in Senate Bill 1, 2004 General Session:

*It is the intent of the Legislature that funds for the Post Conviction Indigent Defense Fund shall not lapse.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$74,000 for the Post Conviction Indigent Defense Fund.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

<b>Administrative Services - Post Conviction Indigent Defense</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
Beginning Nonlapsing	406,600	332,600	32,000	364,600	(74,000)	290,600
Closing Nonlapsing	(364,600)	(258,600)	(32,000)	(290,600)	74,000	(216,600)
<b>Total</b>	<b>\$42,000</b>	<b>\$74,000</b>	<b>\$0</b>	<b>\$74,000</b>	<b>\$0</b>	<b>\$74,000</b>
<b>Categories of Expenditure</b>						
Current Expense	42,000	74,000	0	74,000	0	74,000
<b>Total</b>	<b>\$42,000</b>	<b>\$74,000</b>	<b>\$0</b>	<b>\$74,000</b>	<b>\$0</b>	<b>\$74,000</b>
<b>Other Data</b>						
*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.						

# Budget Brief – Judicial Conduct Commission

NUMBER CFAS-05-12

## SUMMARY

The Judicial Conduct Commission is a quasi-independent agency that investigates and resolves complaints against Utah judges. The executive director manages claims, assigns investigators, and recommends prosecution of judges when necessary. The commission dismisses approximately eighty-five percent of all claims, resolves ten percent by stipulation, and conducts formal hearings for five percent of all claims.

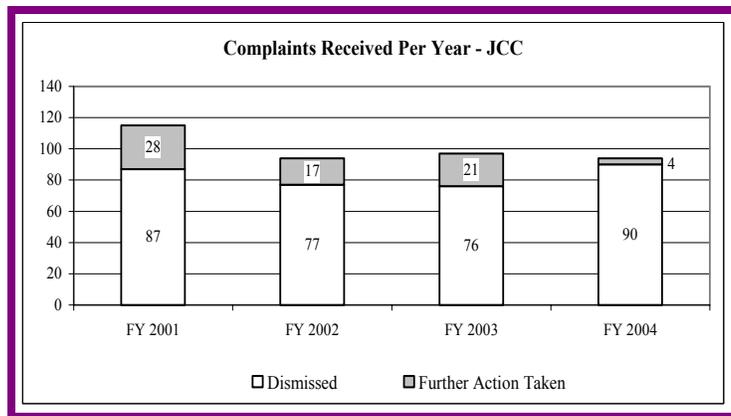
## ISSUES AND RECOMMENDATIONS

The Analyst recommends the Legislature appropriate the Judicial Conduct Commission’s base budget in FY 2006. The slight reduction shown in the table at the right of this paragraph is due to a slight reduction in nonlapsing carry-forward funds. The Analyst does not recommend any supplemental FY 2005 appropriations.

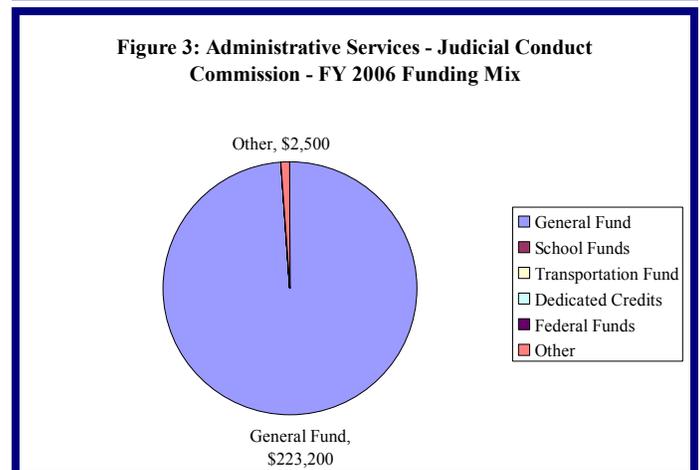
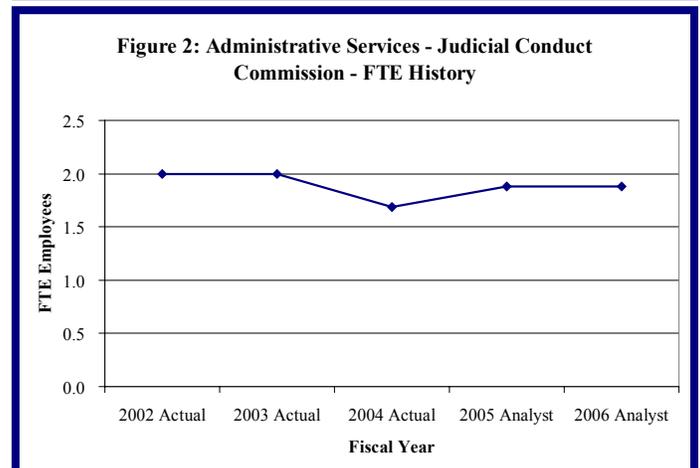
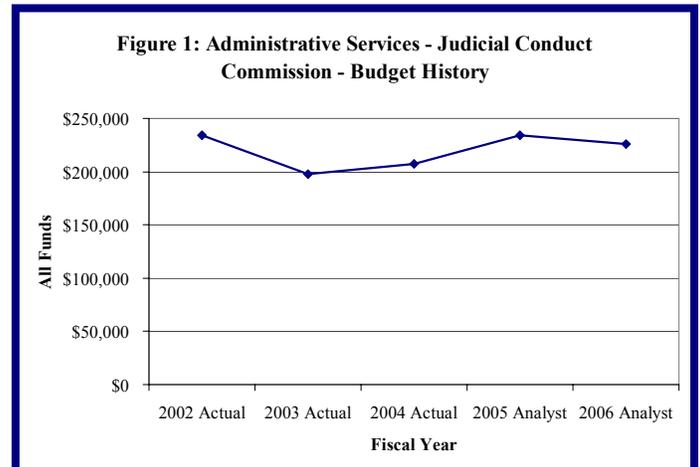
## ACCOUNTABILITY DETAIL

The commission is required to file an annual report to the Legislature. The following data comes from their FY 2004 report.

### *Complaints Received and Resolved*



Of the four complaints requiring further action in FY 2004, two were dismissed and two are in ongoing investigations.



**BUDGET DETAIL**

Current Expense in this budget is used to hire outside investigators and temporary employees based on case load.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$225,700, with \$223,200 from the General Fund and \$2,500 from nonlapsing carry-forward funds.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in Senate Bill 1, 2004 General Session:

*It is the intent of the Legislature that funds for the Judicial Conduct Commission shall not lapse and that those funds shall be used to hire temporary contractors on as as-needed basis.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$225,700 for the Judicial Conduct Commission.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

<b>Administrative Services - Judicial Conduct Commission</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	220,300	223,200	0	223,200	0	223,200
General Fund, One-time	800	1,000	0	1,000	(1,000)	0
Beginning Nonlapsing	34,200	27,200	20,800	48,000	(10,000)	38,000
Closing Nonlapsing	(48,000)	(17,700)	(20,300)	(38,000)	2,500	(35,500)
<b>Total</b>	<b>\$207,300</b>	<b>\$233,700</b>	<b>\$500</b>	<b>\$234,200</b>	<b>(\$8,500)</b>	<b>\$225,700</b>
<b>Categories of Expenditure</b>						
Personal Services	161,400	174,300	700	175,000	0	175,000
In-State Travel	6,000	8,000	(200)	7,800	(1,500)	6,300
Out of State Travel	2,800	6,000	0	6,000	(3,200)	2,800
Current Expense	29,200	38,600	0	38,600	(3,800)	34,800
DP Current Expense	7,900	6,800	0	6,800	0	6,800
<b>Total</b>	<b>\$207,300</b>	<b>\$233,700</b>	<b>\$500</b>	<b>\$234,200</b>	<b>(\$8,500)</b>	<b>\$225,700</b>
<b>Other Data</b>						
Total FTE	1.7	2.0	(0.1)	1.9	0.0	1.9

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

# Budget Brief – Purchasing and General Services

NUMBER CFAS-05-13

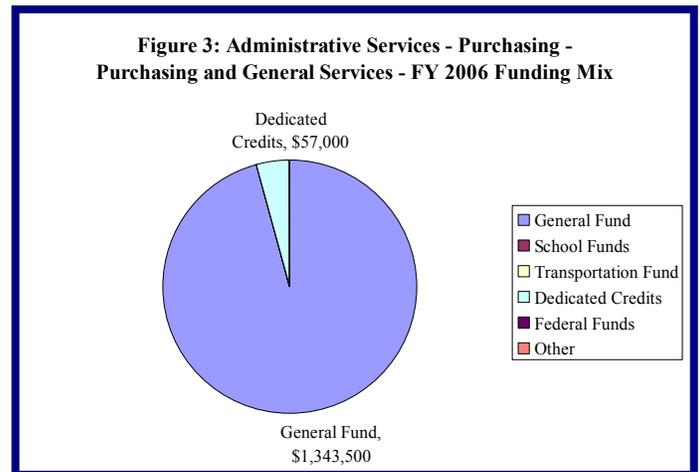
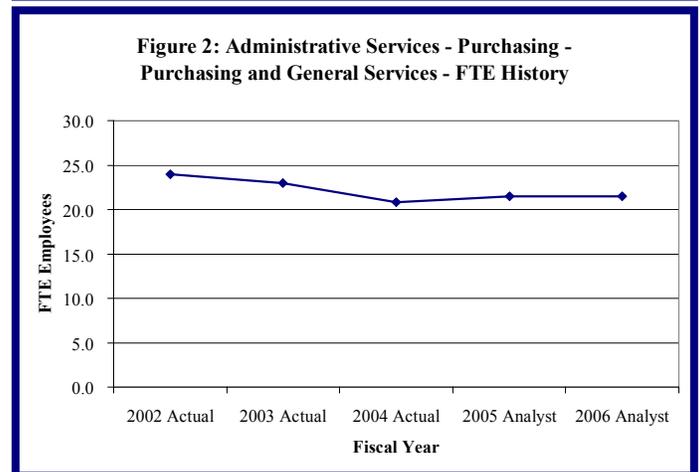
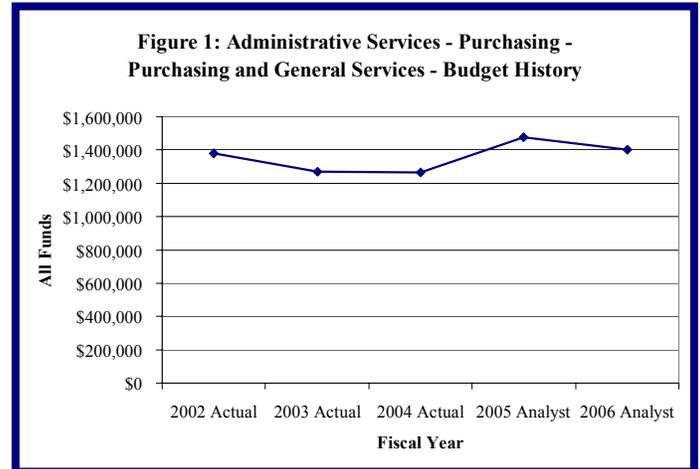
## SUMMARY

In 1997 the Legislature reorganized the Department of Administrative Services, merging Central Copying, Central Mail, and Central Stores into one division. The new division became the Division of Purchasing and General Services. The procurement function that enables other agencies to contract for goods and services remains an appropriated function. Other programs operate as Internal Service Funds and are budgeted separately in the ISF section of the budget.

The division provides a centralized purchasing function for all state agencies. The Purchasing Program manages 750 statewide contracts that are used by state agencies, education, and local governments, and oversees more than 2,000 agency contracts and more than 1,500 procurement processes per year. The value of these contracts and procurements exceeds a billion dollars annually.

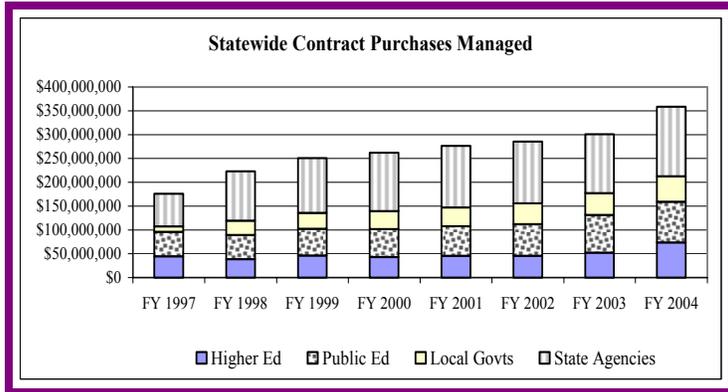
## ISSUES AND RECOMMENDATIONS

The Analyst recommends the Legislature appropriate the Division of Purchasing and General Services' base budget in FY 2006. The slight reduction shown in the table at the right of this paragraph is due to the loss of \$10,300 in one-time funds and \$65,800 in nonlapsing funds which are not part of the FY 2006 recommendation. The Analyst does not recommend any supplemental FY 2005 appropriations.



**ACCOUNTABILITY DETAIL**

***Dollar Value of Managed Contract Purchases***



State agencies account for over forty percent of all purchases made through the Division of Purchasing. Local government purchase numbers fluctuate from irregular patterns of purchases and non-standardized reporting procedures.

***Purchases Managed per FTE***



The value of purchases managed per FTE has increased due to a combination of increasing purchases and a flat or declining FTE level. However, the 2004 Legislature reallocated \$75,000 in ongoing General Funds to this line item to restore an eliminated position in FY 2005.

**BUDGET DETAIL**

Dedicated Credits in this program are generated by fees collected from bidders seeking inclusion on the automated information mailing system. This system automatically solicits bidders on a given commodity. Participation in this program is optional. Copies of all bids are available for public inspection on the division’s website.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$1,400,500, with \$1,343,500 from the General Fund and \$57,000 from Dedicated Credits.

***Intent Language***

The Analyst recommends the Legislature continue using the following intent language which was approved in House Bill 1, 2004 General Session:

*It is the intent of the Legislature that funds for Purchasing shall not lapse and that those funds shall be used for electronic commerce.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$1,400,500 for the Division of Purchasing and General Services.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

Administrative Services - Purchasing - Purchasing and General Services						
Sources of Finance	FY 2004 Actual	FY 2005 Appropriated	Changes	FY 2005 Revised	Changes	FY 2006 Analyst*
General Fund	1,237,900	1,343,500	0	1,343,500	0	1,343,500
General Fund, One-time	4,400	10,300	0	10,300	(10,300)	0
Dedicated Credits Revenue	56,700	68,000	(11,000)	57,000	0	57,000
Beginning Nonlapsing	29,700	0	65,800	65,800	(65,800)	0
Closing Nonlapsing	(65,800)	0	0	0	0	0
<b>Total</b>	<b>\$1,262,900</b>	<b>\$1,421,800</b>	<b>\$54,800</b>	<b>\$1,476,600</b>	<b>(\$76,100)</b>	<b>\$1,400,500</b>
<b>Categories of Expenditure</b>						
Personal Services	1,184,400	1,313,000	22,600	1,335,600	(4,300)	1,331,300
In-State Travel	600	800	(200)	600	0	600
Out of State Travel	2,500	1,500	1,000	2,500	(1,800)	700
Current Expense	45,100	56,300	(4,400)	51,900	(2,300)	49,600
DP Current Expense	30,300	50,200	35,800	86,000	(67,700)	18,300
<b>Total</b>	<b>\$1,262,900</b>	<b>\$1,421,800</b>	<b>\$54,800</b>	<b>\$1,476,600</b>	<b>(\$76,100)</b>	<b>\$1,400,500</b>
<b>Other Data</b>						
Total FTE	20.9	21.5	0.0	21.5	0.0	21.5

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

# Budget Brief – Child Welfare Parental Defense

NUMBER CFAS-05-14

## SUMMARY

House Bill 268 (2004 General Session) created the Office of Child Welfare Parental Defense and transferred \$239,000 in ongoing funds from the Department of Human Services to fund this new agency. The office contracts with licensed attorneys to represent indigent parents, and assists the attorneys in fulfilling their duties.

## ISSUES AND RECOMMENDATIONS

This agency is less than one year old. Statute requires the director to be a licensed attorney. Duties of the office include:

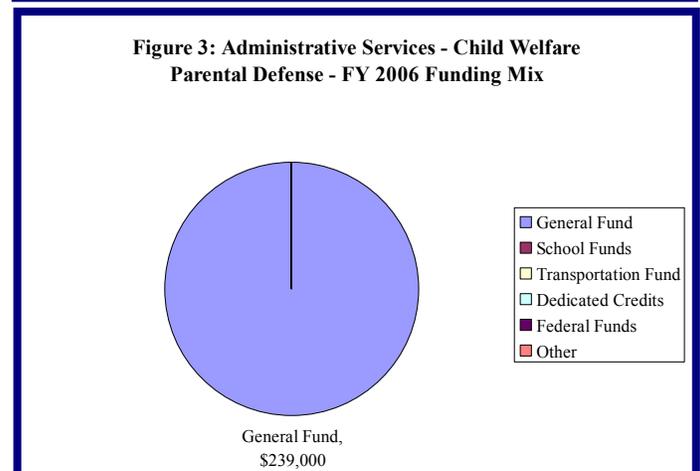
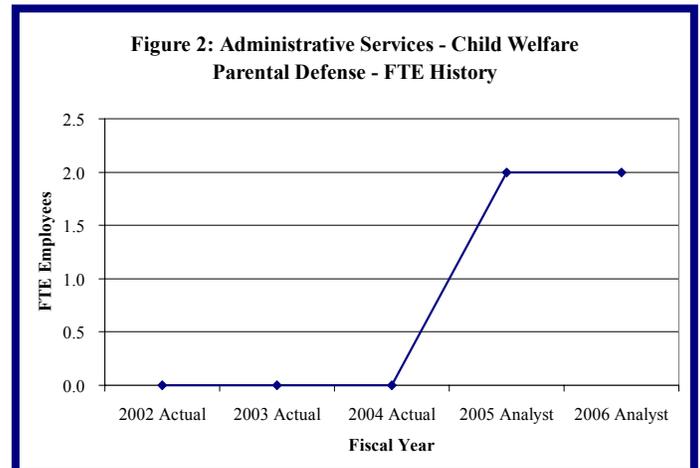
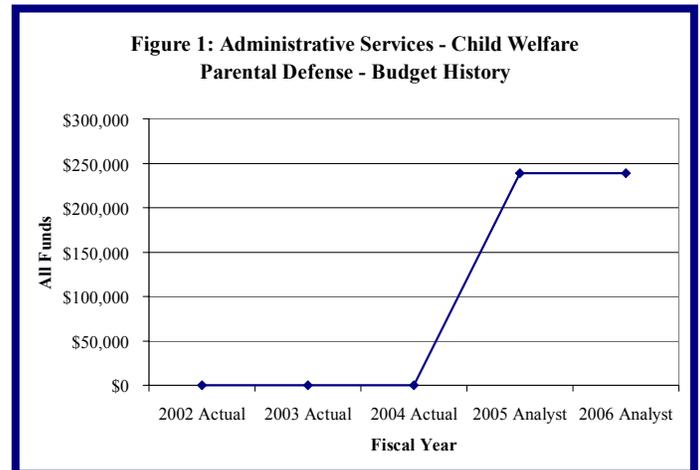
- Contract with other licensed attorneys to serve as parental defense attorneys
- Assist and advise the contracted attorneys
- Provide educational and training programs for the contracted attorneys
- Inform and advise the contracted attorneys to comply with their duties

Statute also allows counties to annually enter into written agreement with the office to provide for payment of parental defense attorney costs out of the Child Welfare Parental Defense Fund.

The current budget of \$239,000 funds two FTE (the director and an assistant), their travel, and approximately \$72,000 for contracting with outside attorneys. As the demands of the office ramp up, the Legislature may need to clarify their roll in light of the small budget, or expand the amount of funds available.

Since this is a new office, the Analyst will work with agency staff to develop accountability measures to assist in gauging this agency’s long-term budget needs.

In the 2005 General Session, the Analyst recommends the Legislature appropriate the office’s base budget for FY 2006. The Analyst does not recommend any supplemental FY 2005 appropriations.



**BUDGET DETAIL**

Statute (UCA 63A-11-203) requires the director to request a supplemental appropriation from the Legislature if the director anticipates a deficit in the fund in any fiscal year. The Legislature may appropriate funds to cover the deficit but isn't required to do so. If the Legislature doesn't, the director may request an interim assessment to participating counties to fund the anticipated deficit. To date the director has not submitted a supplemental request.

***Budget Recommendation***

The Analyst recommends a total FY 2006 appropriation of \$239,000, entirely from the General Fund.

***Intent Language***

The Analyst recommends the Legislature adopt the following intent language:

*It is the intent of the Legislature that funds for the Office of Child Welfare Parental Defense shall not lapse and that those funds shall be used for contracting with licensed parental defense attorneys.*

**LEGISLATIVE ACTION**

This section is a summary of what actions might be taken if the Legislature wishes to adopt the recommendations of this brief. The Analyst recommends the Legislature consider adopting:

1. A total appropriation of \$239,000 for the Office of Child Welfare Parental Defense.
2. Intent language making this appropriation nonlapsing, as shown above.

**BUDGET DETAIL TABLE**

<b>Administrative Services - Child Welfare Parental Defense</b>						
<b>Sources of Finance</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Appropriated</b>	<b>Changes</b>	<b>FY 2005 Revised</b>	<b>Changes</b>	<b>FY 2006 Analyst*</b>
General Fund	0	239,000	0	239,000	0	239,000
<b>Total</b>	<b>\$0</b>	<b>\$239,000</b>	<b>\$0</b>	<b>\$239,000</b>	<b>\$0</b>	<b>\$239,000</b>
<b>Categories of Expenditure</b>						
Personal Services	0	0	153,700	153,700	0	153,700
In-State Travel	0	0	13,200	13,200	0	13,200
Current Expense	0	239,000	(166,900)	72,100	0	72,100
<b>Total</b>	<b>\$0</b>	<b>\$239,000</b>	<b>\$0</b>	<b>\$239,000</b>	<b>\$0</b>	<b>\$239,000</b>
<b>Other Data</b>						
Total FTE	0.0	0.0	2.0	2.0	0.0	2.0

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