

Budget Brief – DAS Appropriated Budgets Summary

NUMBER CFGO-07-04

SUMMARY

The Legislature controls the size and scope of appropriated agencies (such as DAS) through the budget. By law, agencies cannot spend more than they are appropriated, except that they may spend up to 125% of their Dedicated Credits appropriation, and can't move funds across line items. Full Time Equivalent (FTE) employees are not appropriated but are provided for information purposes.

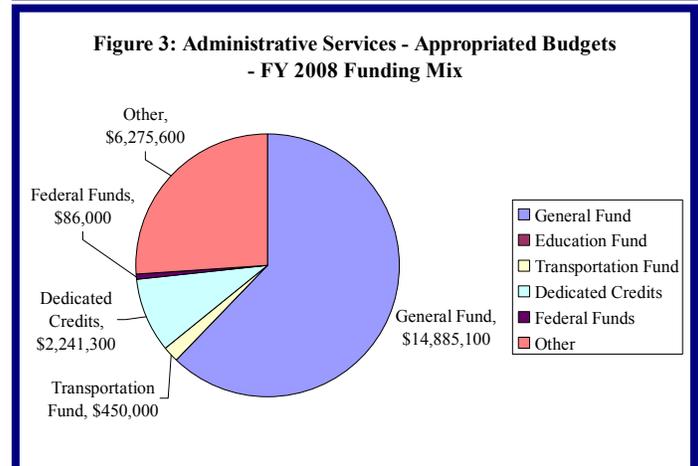
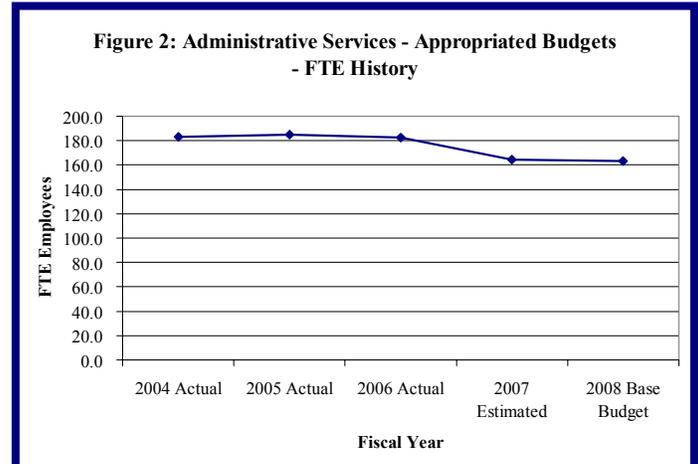
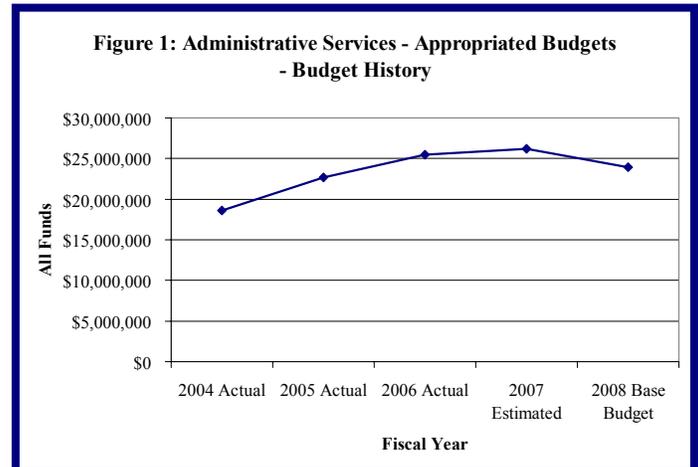
The Department of Administrative Services was created in 1981 by the Utah Administrative Services Act. Current statute (UCA 63A) sets seven purposes for the department:

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 service 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
- Division of Administrative Rules
- Division of Facilities Construction and Management (DFCM) – Administration
- Division of State Archives
- Division of Finance – Administration
- Division of Finance – Mandated Expenditures
- Post Conviction Indigent Defense



- Judicial Conduct Commission
- Division of Purchasing
- Child Welfare Parental Defense (FY 2005 only)

ISSUES AND RECOMMENDATIONS

The Legislature folded the Department of Human Resource Management into a division within DAS during the 2005 General Session (H.B. 319) but then opted to rescind the change during the 2006 General Session (H.B. 269) prior to H.B. 319's effective date. The Department of Human Resource Management will be discussed in Budget Brief number CFGO-07-20.

The Analyst recommends discussion of the following appropriation increases for the Department of Administrative Services. More detail on each can be found in the Budget Brief for each respective line item, along with more in-depth discussion of issues.

Department of Administrative Services - Appropriated Budgets Recommended Appropriation Changes

(No Rank Order)

Line Item	Description	Fiscal Year	Fund Source	Analyst Recomm	1-Time
DFCM	State Building Energy Efficiency Projects	FY 2008	GF	\$1,500,000	X
Rules	Replace eRules Software	FY 2007	GF	\$71,500	X
Archives	Public Access to Digitized Records	FY 2008	GF	\$55,000	
Archives	Plan for Electronic Record Growth	FY 2008	GF	\$100,000	X
Exec Dir	DTS Support	FY 2008	GF	\$60,000	
Finance-Mand	LeRay McAllister Fund	FY 2008	GF	\$2,000,000	X
Finance-Mand	Retirement Office Pass-Through*	FY 2008	GF	(\$250,000)	X
Finance-Mand	Retirement Office Pass-Through*	FY 2008	GF	(\$50,000)	

* Subcommittee use of these funds would be contingent on Executive Appropriations Cmte approval.

BUDGET DETAIL TABLE

Administrative Services - Appropriated Budgets						
	FY 2006	FY 2007		FY 2007		FY 2008*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Base Budget
General Fund	12,990,200	14,885,100	0	14,885,100	0	14,885,100
General Fund, One-time	115,100	964,000	0	964,000	(964,000)	0
Uniform School Fund	0	0	0	0	0	0
Transportation Fund	450,000	450,000	0	450,000	0	450,000
Federal Funds	270,400	66,700	(60,000)	6,700	79,300	86,000
Dedicated Credits Revenue	2,368,700	2,220,700	(23,500)	2,197,200	44,100	2,241,300
GFR - Econ Incentive Restricted Acct	981,900	1,528,000	0	1,528,000	0	1,528,000
GFR - ISF Overhead	1,272,400	1,272,400	0	1,272,400	0	1,272,400
Risk Management ISF	65,900	0	0	0	0	0
Capital Project Fund	1,638,100	1,764,100	0	1,764,100	0	1,764,100
Project Reserve Fund	200,000	200,000	0	200,000	0	200,000
Contingency Reserve Fund	1,180,200	82,300	0	82,300	0	82,300
Beginning Nonlapsing	9,891,300	1,700,200	3,229,200	4,929,400	(2,831,600)	2,097,800
Closing Nonlapsing	(4,929,400)	(207,400)	(1,890,400)	(2,097,800)	1,428,800	(669,000)
Lapsing Balance	(983,000)	0	0	0	0	0
Total	\$25,511,800	\$24,926,100	\$1,255,300	\$26,181,400	(\$2,243,400)	\$23,938,000
Line Items						
Executive Director	936,700	819,500	29,400	848,900	(26,300)	822,600
Administrative Rules	365,800	337,900	43,500	381,400	(42,600)	338,800
DFCM Administration	4,272,000	4,698,500	58,400	4,756,900	35,800	4,792,700
State Archives	2,275,900	2,348,500	(50,100)	2,298,400	94,100	2,392,500
Finance Administration	11,516,800	11,742,700	949,900	12,692,600	(1,064,300)	11,628,300
Finance - Mandated	4,385,000	3,060,600	200,000	3,260,600	(1,200,000)	2,060,600
Post Conviction Indigent Defense	50,600	74,000	0	74,000	0	74,000
Judicial Conduct Commission	216,800	247,600	0	247,600	(10,300)	237,300
Purchasing	1,492,200	1,596,800	24,200	1,621,000	(29,800)	1,591,200
Total	\$25,511,800	\$24,926,100	\$1,255,300	\$26,181,400	(\$2,243,400)	\$23,938,000
Categories of Expenditure						
Personal Services	13,088,800	14,879,600	(2,428,500)	12,451,100	(20,500)	12,430,600
In-State Travel	125,000	98,800	30,900	129,700	1,000	130,700
Out of State Travel	53,800	70,500	(13,400)	57,100	400	57,500
Current Expense	2,419,100	2,393,100	129,900	2,523,000	82,200	2,605,200
DP Current Expense	2,264,000	3,335,800	2,087,300	5,423,100	(200,400)	5,222,700
DP Capital Outlay	2,842,800	1,087,700	1,229,000	2,316,700	(886,000)	1,430,700
Capital Outlay	55,000	0	15,000	15,000	(15,000)	0
Other Charges/Pass Thru	4,663,300	3,060,600	205,100	3,265,700	(1,205,100)	2,060,600
Total	\$25,511,800	\$24,926,100	\$1,255,300	\$26,181,400	(\$2,243,400)	\$23,938,000
Other Data						
Budgeted FTE	188.9	189.0	(24.5)	164.5	(1.0)	163.5
Actual FTE	182.6	0.0	0.0	0.0	0.0	0.0
Vehicles	9	10	(1)	9	0	9

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