

Budget Brief – DAS Appropriated Budgets Summary

NUMBER CFGO-08-04

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 and cannot move funds across line items, however they may spend up to 125% of their Dedicated Credits appropriation. Full Time Equivalent (FTE) employees are not appropriated but are provided for information purposes.

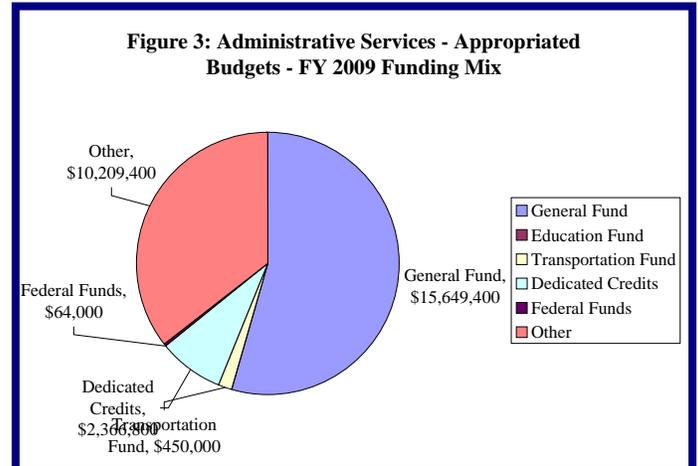
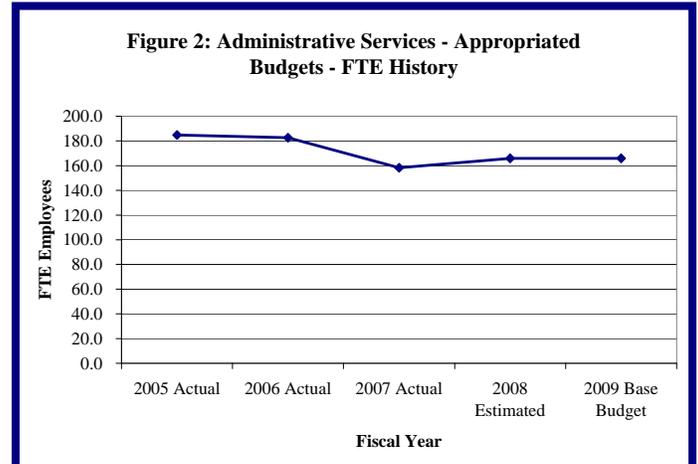
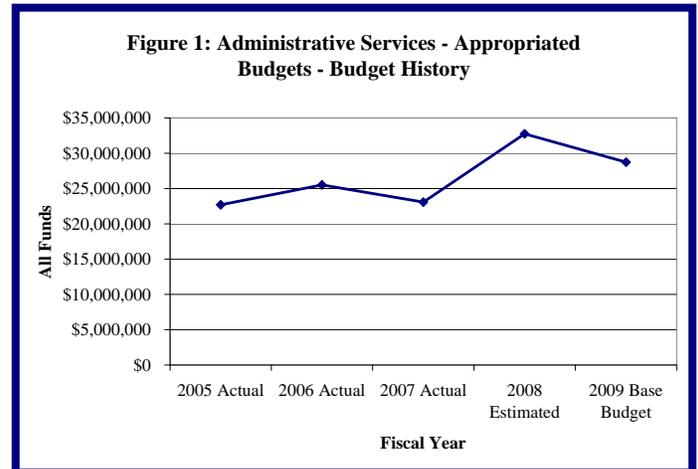
The Department of Administrative Services was created in 1981 by the Utah Administrative Services Act. Current statute (UCA 63A) sets seven purposes for the department:

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

ISSUES AND RECOMMENDATIONS

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 Program	FY 2009	GF	\$270,000	
DFCM	State Building Energy Efficiency Projects	FY 2009	Restrict.	\$1,500,000	X
Rules	eRules Alfresco Software	FY 2009	GF	\$15,000	
Archives	Public Notice Website Maintenance	FY 2009	GF	\$76,400	
Finance	Additional Accountant	FY 2009	Restrict.	\$86,700	
Finance	Reduction in Non-lapsing Balance	FY 2008	NLB	(\$775,000)	X
Debt Collection	Retained Earnings Reduction	FY 2009	GF	(\$500,000)	X
Risk Mgt.	Retained Earnings Reduction in Liability	FY 2009	GF	(\$1,000,000)	X
DFCM	Contingency Reserve Fund Reduction	FY 2009	GF	(\$1,000,000)	X

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

BUDGET DETAIL TABLE

Administrative Services - Appropriated Budgets						
Sources of Finance	FY 2007	FY 2008		FY 2008		FY 2009*
	Actual	Appropriated	Changes	Revised	Changes	Base Budget
General Fund	14,885,100	15,649,400	0	15,649,400	0	15,649,400
General Fund, One-time	986,000	3,800,000	0	3,800,000	(3,800,000)	0
Transportation Fund	450,000	450,000	0	450,000	0	450,000
Federal Funds	5,900	85,700	(300)	85,400	(21,400)	64,000
Dedicated Credits Revenue	2,385,900	2,310,400	31,100	2,341,500	25,300	2,366,800
GFR - Econ Incentive Restricted Acct	1,528,000	1,528,000	0	1,528,000	0	1,528,000
GFR - ISF Overhead	1,296,500	1,299,600	0	1,299,600	0	1,299,600
GFR - Land Exchange Distribution	0	3,118,700	0	3,118,700	0	3,118,700
Capital Project Fund	1,801,800	1,876,000	0	1,876,000	0	1,876,000
Project Reserve Fund	200,000	200,000	0	200,000	0	200,000
Contingency Reserve Fund	82,300	82,300	0	82,300	0	82,300
Beginning Nonlapsing	4,857,900	2,097,800	2,803,700	4,901,500	(2,394,700)	2,506,800
Beginning Nonlapsing - Retirement	71,500	101,500	0	101,500	(101,500)	0
Closing Nonlapsing	(4,901,500)	(669,000)	(1,837,800)	(2,506,800)	2,104,800	(402,000)
Lapsing Balance	(568,100)	0	(178,500)	(178,500)	178,500	0
Total	\$23,081,300	\$31,930,400	\$818,200	\$32,748,600	(\$4,009,000)	\$28,739,600
Line Items						
Executive Director	836,800	874,200	(5,800)	868,400	28,200	896,600
Administrative Rules	346,900	374,700	129,900	504,600	(129,900)	374,700
DFCM Administration	4,792,600	6,592,700	0	6,592,700	(1,474,700)	5,118,000
State Archives	2,298,300	2,991,100	(153,700)	2,837,400	(202,700)	2,634,700
Finance Administration	10,483,500	11,962,800	796,100	12,758,900	(243,500)	12,515,400
Finance - Mandated	2,467,500	7,129,300	0	7,129,300	(2,000,000)	5,129,300
Post Conviction Indigent Defense	10,000	74,000	0	74,000	0	74,000
Judicial Conduct Commission	238,700	247,500	7,200	254,700	0	254,700
Purchasing	1,607,000	1,684,100	44,500	1,728,600	13,600	1,742,200
Total	\$23,081,300	\$31,930,400	\$818,200	\$32,748,600	(\$4,009,000)	\$28,739,600
Categories of Expenditure						
Personal Services	12,055,200	13,243,000	144,800	13,387,800	(60,400)	13,327,400
In-State Travel	140,900	130,700	14,000	144,700	0	144,700
Out of State Travel	47,300	56,900	5,000	61,900	0	61,900
Current Expense	2,289,700	2,962,100	(428,000)	2,534,100	(19,400)	2,514,700
DP Current Expense	4,674,900	5,477,700	968,500	6,446,200	(629,600)	5,816,600
DP Capital Outlay	1,396,300	1,430,700	58,900	1,489,600	127,000	1,616,600
Capital Outlay	0	1,500,000	(1,500,000)	0	0	0
Other Charges/Pass Thru	2,477,000	7,129,300	1,555,000	8,684,300	(3,426,600)	5,257,700
Total	\$23,081,300	\$31,930,400	\$818,200	\$32,748,600	(\$4,009,000)	\$28,739,600
Other Data						
Budgeted FTE	169.1	163.5	2.5	166.0	0.0	166.0
Actual FTE	158.3	0.0	0.0	0.0	0.0	0.0
Vehicles	8	9	0.0	9	0.0	9

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