
SECTION I

Operating Budget Request

Part C Sub-program Detail Continuation Budget Request Reports

Report 101-SP (Major) Actual and Continuation Budget Request - Sub-program Level - Major Account

PURPOSE

This report provides a summary display of actual expenses, current appropriation, and budget request at the sub-program level. The report displays information at the major account code only. This report will abbreviate the detail required for the Public Information File copy of your operating budget request.

One copy of Report 101-SP (Major) for each sub-program is required to be included in the Public Information Operating Request File Report copy of your operating budget request. Printing instructions are included in Section V.

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Major) 101-SP-Page 69

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Major Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
OPERATING REQUEST							
SALARIES							
FTE	46.25	46.85	46.85		50.50	50.50	49.50
4111 PERMANENT	1,279,525	0	1,369,947	100,000	1,623,350	1,633,497	1,608,144
4113 OVERTIME PAYMENTS	483	0	0	0	0	0	0
TOTAL SALARIES	1,280,008	0	1,369,947	100,000	1,623,350	1,633,497	1,608,144
BENEFITS							
4131 RETIREMENT PLANS	67,159	0	88,000	0	105,479	105,479	105,479
4132 OASDI EXPENSE	94,843	0	100,200	0	115,440	115,440	115,440
4134 LIFE & ACCIDENT INS EXP	1,030	0	1,012	0	1,004	1,004	1,004
4135 HEALTH INSURANCE	104,827	0	138,059	0	180,500	180,500	198,500
4143 TUITION ASSISTANCE	1,107	0	7,038	0	1,750	1,750	1,750
4144 EMPLOYEE ASSISTANCE	614	0	601	0	700	700	700
4145 UNEMPLOYM COMP INS EXP	3,440	0	1,648	0	3,000	3,000	3,000
TOTAL BENEFITS	273,020	0	336,558	0	407,873	407,873	425,873
4100 PERSONAL SERVICES	1,553,028	0	1,706,505	100,000	2,031,223	2,041,370	2,034,017
4200 OPERATING EXPENSES	657,969	0	762,357	2,400	719,117	736,458	736,508
4700 TRAVEL EXPENSES	34,203	0	48,319	0	43,138	50,138	50,138
4800 CAPITAL OUTLAY	157,413	0	155,917	0	161,874	161,874	161,874

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Major) 101-SP-Page 70

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Major Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
TOTAL OPERATIONS	2,402,613	0	2,673,098	102,400	2,955,352	2,989,840	2,982,537
Means of Financing							
GENERAL FUND	1,899,949	0	2,122,795	100,000	2,760,102	2,788,590	2,781,287
CASH FUND	115,604	0	67,538	0	27,000	33,000	33,000
FEDERAL FUND	457,194	0	504,942	2,400	200,000	200,000	200,000
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPERATIONS FINANCING	2,472,747	0	2,695,275	102,400	2,987,102	3,021,590	3,014,287
GOVERNMENT AID REQUEST							
4900 GOVERNMENT AID	59,812	0	44,788	0	0	0	0
TOTAL GOVERNMENT AID	59,812	0	44,788	0	0	0	0
Means of Financing							
GENERAL FUND	41,440	0	793	0	0	0	0
CASH FUND	0	0	0	0	0	0	0
FEDERAL FUND	18,372	0	43,995	0	0	0	0
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL GOVERNMENT AID FINANC	59,812	0	44,788	0	0	0	0

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Major) 101-SP-Page 71

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Major Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
OPERATIONS AND GOVERNMENT AID FINANCING							
GENERAL FUND	1,941,389	0	2,123,588	100,000	2,760,102	2,788,590	2,781,287
CASH FUND	115,604	0	67,538	0	27,000	33,000	33,000
FEDERAL FUND	475,566	0	548,937	2,400	200,000	200,000	200,000
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPER AND GOV AID FIN	2,532,559	0	2,740,063	102,400	2,987,102	3,021,590	3,014,287

Report 101-SP (Minor) — Actual and Continuation Budget Request - Sub-program Level - Minor Account

PURPOSE These reports provide a detailed display of actual expenses, current appropriation and budget request at the sub-program level.

INSTRUCTIONS The input for the Budget Request module constitutes the information from which much of the operating budget request information is drawn.

Historical information will be pre-loaded into the system. Note: you may find, in reviewing history at the sub-program level, that the expenditures and the funding do not match exactly. In order to compensate for rounding, the expenditure information has been corrected **in one sub-program so that it is correct at the program level** to make the funding consistent with accounting history.

The FY 03 Current Appropriation column is new appropriations only. (It excludes encumbrances and reappropriations.) Total planned spending and the means of financing for the current year reflect the agency's allocation of resources among sub-programs. If the sum of allocations to sub-programs does not equal legislative appropriations to the program for any fund type, identify and explain the difference in narrative information included with your operating budget request document.

Historical data will be displayed for every account code where there has been an expenditure. Agencies should, at a minimum, submit current appropriation information and request data using the account codes historically utilized for budget request purposes. Other account codes may be used as well if desired. If agencies choose to submit request information using fewer summary-type account codes, they should first consult with their assigned DAS--Budget Division budget analysts.

Input for the request information will be entered and viewed using the four tabs across the top of the Budget Request (Form 30) screen: Total, Request, Funding, and Expenditures & Encumbrances/Reappropriations. Remember that information must be submitted for each year of the biennium.

The TOTAL TAB displays the total amount requested and the total funding by major account. The data may only be viewed on this screen. Any changes made on the Request and Funding tabs will be displayed in the totals.

The REQUEST TAB allows entry of current appropriation, change, and adjusted request data. For the second year of the biennium, the **continuation request** for the first year of the biennium becomes the base upon which the second year request is calculated. (Note: Any Budget Adjustment request entered in FY 2004 is not automatically carried forward into FY 2005. The amount must be re-entered into FY 2005 if the FY 2004 adjustment has continuation or expanded costs in FY 2005. Enter such amounts in the adjusted request column for FY 2005.) Remember that

Permanent Salary information (line 4111) and FTE data automatically feed forward from the Personal Services Request (Form 10) input screen and cannot be edited in the budget request module.

The FUNDING TAB shows the total request for both operations and aid. Be sure that funding equals total request.

The EXPENDITURES AND ENCUMBRANCES/REAPPROPRIATIONS TAB displays three years of historical expenditures (pre-loaded) and allows the entry of encumbrances and reappropriations, along with the associated funding. Be sure to select either operations or aid accounts in order to edit the encumbrances column.

As in the past, round all figures to the nearest dollar. Recall that historical data has been corrected at the program level for rounding errors. Historical expenditure amounts may not match funding at the sub-program level.

A copy of Report 101-SP (Minor) for each sub-program is required to be included in two of the printed copies of the operating budget request (three for higher education entities). Printing instructions are in Section V.

Budget Request (Form 30)



Total

Request

Funding

Expenditures & Encumbrances/Reappropriations

FY **2004**

Agency **98**

DEPARTMENT OF CONSUMER AFFAIRS

Version **A1**

AGENCY REQUEST

Program **252**

ADMINISTRATION

Subprogram **01**

ADMINISTRATIVE SERVICES

Account	FY03 CUR APPR	FY04 CHANGE	FY04 CONT REQ	FY04 ADJ REQ	FY04 TOT REQ	FY04 REQ DIFF
OPERATIONS REQUEST	2,987,102	34,488	3,021,590	81,700	3,103,290	116,188
Personal Services	2,031,223	10,147	2,041,370	79,000	2,120,370	89,147
Salaries	1,623,350	10,147	1,633,497	79,000	1,712,497	89,147
Benefits	407,873	0	407,873	0	407,873	0
FTE	50.50	0.00	50.50	2.00	52.50	2.00
Operating	750,867	17,341	768,208	2,700	770,908	20,041
Travel	43,138	7,000	50,138	0	50,138	7,000
Capital Outlay	161,874	0	161,874	0	161,874	0
OPERATIONS FUNDING	2,987,102	34,488	3,021,590	81,700	3,103,290	116,188
GOVERNMENT AID REQUEST	0	0	0	0	0	0
GOVERNMENT AID FUNDING	0	0	0	0	0	0

EXIT



Budget Request (Form 30)

Total

Request

Funding

Expenditures & Encumbrances/Reappropriations

FY **2004** Agency **98** DEPARTMENT OF CONSUMER AFFAIRS Version **A1** AGENCY REQUEST

Program **252** ADMINISTRATION Subprogram **01** ADMINISTRATIVE SERVICES

Account **OPERATING**

Acct	Description	FY03 CUR APPR	FY04 CHANGE	% Chng	FY04 CONT REQ	FY04 ADJ REQ	FY04 TOT REQ	FY04 REQ DIFF
4211	POSTAGE EXPENSE	30,000	1,000	3.33	31,000	1,000	32,000	2,000
4212	COMMUNICATION EXPENSE	36,000	0	0.00	36,000	0	36,000	0
4213	FREIGHT EXPENSE	50	0	0.00	50	0	50	0
4214	DATA PROCESSING EXPENSE	5,000	0	0.00	5,000	0	5,000	0
4215	PUBLICATION & PRINT EXPENSE	47,500	0	0.00	47,500	500	48,000	500
4219	AWARDS EXPENSE	100	0	0.00	100	0	100	0
4221	DUES & SUBSCRIPTION EXPENSE	13,000	2,000	15.38	15,000	0	15,000	2,000
4222	CONFERENCE REGISTRATION	8,500	0	0.00	8,500	0	8,500	0
4225	EMPLOYEE MOVING EXPENSE	0	0	0.00	0	0	0	0
4231	FUEL EXPENSE	10,000	0	0.00	10,000	0	10,000	0
4232	ELECTRICITY EXPENSE	0	0	0.00	0	0	0	0
4233	WATER EXPENSE	200	50	25.00	250	500	750	550

TOTAL REQUEST 750,867 17,341 2.30 768,208 2,700 770,908 20,041

FTE 50.50 0.00 50.50 2.00 52.50 2.00

Add Account **EDIT** **SAVE** **UNDO** **EXIT**

Budget Request (Form 30)



Total

Request

Funding

Expenditures & Encumbrances/Reappropriations

FY: **2004**

Agency **98**

DEPARTMENT OF CONSUMER AFFAIRS

Version **A1**

AGENCY REQUEST

Program **252**

ADMINISTRATION

Subprogram **01**

ADMINISTRATIVE SERVICES

	FY03 CUR APPR	FY04 CHANGE	FY04 CONT REQ	FY04 ADJ REQ	FY04 TOT REQ	FY04 REQ DIFF
OPERATIONS REQUEST	2,987,102	34,488	3,021,590	81,700	3,103,290	116,188
OPERATIONS FUNDING	2,987,102	34,488	3,021,590	81,700	3,103,290	116,188
General Fund	2,760,102	28,488	2,788,590	81,700	2,870,290	110,188
Cash Fund	27,000	6,000	33,000	0	33,000	6,000
Federal Fund	200,000	0	200,000	0	200,000	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
GOVERNMENT AID REQUEST	0	0	0	0	0	0
GOVERNMENT AID FUNDING	0	0	0	0	0	0
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0

Budget Request (Form 30)

Total Request Funding Expenditures & Encumbrances/Reappropriations

FY 2004 Agency 98 DEPARTMENT OF CONSUMER AFFAIRS Version A1 AGENCY REQUEST

Program 252 ADMINISTRATION Subprogram 01 ADMINISTRATIVE SERVICES

Account ALL ACCOUNTS VIEW ONLY

Account	Description	FY00 ACT EXP	FY01 ACT EXP	FY02 ACT EXP	FY02 ENC&REA
4111	PERMANENT SALARIES-WAGES	1,279,525	0	1,369,947	100,000
4113	OVERTIME PAYMENTS	483	0	0	0
4131	RETIREMENT PLANS EXPENSE	67,159	0	88,000	0
4132	OASDI EXPENSE	94,843	0	100,200	0
4134	LIFE & ACCIDENT INS EXP	1,030	0	1,012	0
4135	HEALTH INSURANCE EXPENSE	104,827	0	138,059	0
4143	TUITION ASSISTANCE	1,107	0	7,038	0

TOTAL

2,532,559	0	2,740,063	102,400
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FUNDING

General
Cash
Federal
Revolving
Other

1,941,389	0	2,123,588	100,000
115,604	0	67,538	0
475,566	0	548,937	2,400
0	0	0	0
0	0	0	0

102,400

Add Account EDIT SAVE UNDO EXIT

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor) 101-SP-Page 72

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Minor Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
OPERATING REQUEST							
SALARIES							
FTE	46.25	46.85	46.85		50.50	50.50	49.50
4111 PERMANENT	1,279,525	0	1,369,947	100,000	1,623,350	1,633,497	1,608,144
4113 OVERTIME PAYMENTS	483	0	0	0	0	0	0
TOTAL SALARIES	1,280,008	0	1,369,947	100,000	1,623,350	1,633,497	1,608,144
BENEFITS							
4131 RETIREMENT PLANS	67,159	0	88,000	0	105,479	105,479	105,479
4132 OASDI EXPENSE	94,843	0	100,200	0	115,440	115,440	115,440
4134 LIFE & ACCIDENT INS EXP	1,030	0	1,012	0	1,004	1,004	1,004
4135 HEALTH INSURANCE	104,827	0	138,059	0	180,500	180,500	198,500
4143 TUITION ASSISTANCE	1,107	0	7,038	0	1,750	1,750	1,750
4144 EMPLOYEE ASSISTANCE	614	0	601	0	700	700	700
4145 UNEMPLOYM COMP INS	3,440	0	1,648	0	3,000	3,000	3,000
TOTAL BENEFITS	273,020	0	336,558	0	407,873	407,873	425,873
TOTAL PERSONAL SERVICES	1,553,028	0	1,706,505	100,000	2,031,223	2,041,370	2,034,017
4200 OPERATING EXPENSES							
4211 POSTAGE EXPENSE	28,893	0	25,143	500	30,000	31,000	31,000
4212 COMMUNICATION	44,374	0	35,413	0	36,000	36,000	36,000
4213 FREIGHT EXPENSE	0	0	25	50	50	50	100
4214 DATA PROCESSING	12,788	0	5,248	0	5,000	5,000	5,000
4215 PUBLICATION & PRINT EXP	46,668	0	53,640	0	47,500	47,500	47,500
4219 AWARDS EXPENSE	213	0	242	0	100	100	100
4221 DUES & SUBSCRIPTION	11,715	0	14,662	100	13,000	15,000	15,000
4222 CONFERENCE	8,384	0	10,028	0	8,500	8,500	8,500

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor) 101-SP-Page 73

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Minor Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
4225 EMPLOYEE MOVING	0	0	1,522	0	0	0	0
4226 JOB APPLICANT EXPENSE	1,668	0	0	0	0	0	0
4231 FUEL EXPENSE	0	0	0	150	10,000	10,000	10,000
4232 ELECTRICITY EXPENSE	30	0	30	0	0	0	0
4233 WATER EXPENSE	0	0	0	0	200	250	250
4237 ONLINE DATABASE	385	0	7,565	0	9,250	9,250	9,250
4238 MICROFILM CHARGES	11,577	0	6,951	0	13,000	13,000	13,000
4239 OCLC CHARGES	58,172	0	7,661	0	9,500	9,500	9,500
4240 RENT - REAL PROPERTY	0	0	0	800	0	0	0
4242 RENT	399,826	0	432,955	0	433,000	433,000	433,000
4251 RENT EXP-OFFICE EQUIP	143	0	35	0	250	250	250
4253 DATA PROC SOFTW LIC	0	0	0	0	0	0	0
4255 RENT EXP-OTHER PERS	0	0	71	230	0	0	0
4261 REP & MAINT-BLDG &	716	0	2,256	70	0	0	0
4271 REP & MAINT-OFFICE	2,091	0	1,467	0	300	300	300
4272 REP & MAINT-MOTOR	71	0	250	0	0	0	0
4277 REP &	2,964	0	3,771	0	3,650	3,650	3,650
4311 OFFICE SUPPLIES	19,303	0	22,688	0	24,500	24,500	24,500
4331 HOUSEHOLD & INSTIT EXP	0	0	250	0	0	0	0
4339 FOOD EXPENSE	4,951	0	10,407	0	6,500	6,500	6,500
4341 AGRICULTURAL SUPPLIES	0	0	0	500	0	0	0
4342 ED & RECREATIONAL SUP	3,719	0	4,028	0	5,000	5,000	5,000
4345 MISCELLANEOUS SUP EXP	0	0	0	0	500	520	520
4351 MEDICAL SUPPLIES	39	0	10	0	0	0	0
4381 VEHICLE & EQUIP SUP EXP	60	0	0	0	0	0	0
4411 LEGAL SERVICES	0	0	100	0	0	0	0
4414 EDUCATION SERVICES	7,175	0	12,650	0	17,500	17,500	17,500
4415 ACCTG & AUDITING	4,667	0	4,530	0	5,650	5,650	5,650

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor) 101-SP-Page 74

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Minor Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
4417 LABORATORY FEES	0	0	0	0	5,000	5,500	5,500
4421 OTHER CONTRACTUAL	34,265	0	89,538	0	40,417	46,417	46,417
4431 CONT SERV/VOL TRAVEL	18,462	0	25,866	0	18,500	26,271	26,271
4481 INSURANCE EXPENSE	460	0	300	0	500	500	500
4483 WORKERS COMP	3,535	0	4,702	0	4,705	4,705	4,705
4491 OTHER OPERATING EXP	789	0	530	0	2,795	2,795	2,795
TOTAL OPERATING EXPENSES	728,103	0	784,534	2,400	750,867	768,208	768,258
4700 TRAVELING EXPENSES							
4711 BOARD & LODGING	13,943	0	23,765	0	16,811	21,811	21,811
4719 MEALS-ONE DAY TRAVEL	0	0	19	0	0	0	0
4721 COMMERCIAL	9,399	0	12,290	0	11,275	13,275	13,275
4731 STATE-OWNED TRAN	8,598	0	7,372	0	8,000	8,000	8,000
4741 PERSONAL VEHICLE	2,024	0	4,500	0	6,750	6,750	6,750
4751 MISC TRAVEL EXPENSE	239	0	373	0	302	302	302
TOTAL TRAVEL EXPENSES	34,203	0	48,319	0	43,138	50,138	50,138
4800 CAPITAL OUTLAY							
4841 OFFICE EQUIPMENT	12,096	0	2,072	0	7,624	7,624	7,624
4856 HARDWARE-DATA PROC	44,684	0	35,838	0	33,500	33,500	33,500
4857 SOFTWARE-DATA PROC	8,044	0	20,203	0	15,250	15,250	15,250
4861 COMMUNICATIONS	895	0	0	0	0	0	0
4871 LIBRARIES & MUSEUMS	91,694	0	96,981	0	105,500	105,500	105,500
4881 PHOTO/MEDIA EQUIPMENT	0	0	823	0	0	0	0
TOTAL CAPITAL OUTLAY	157,413	0	155,917	0	161,874	161,874	161,874

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor) 101-SP-Page 75

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Minor Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
TOTAL OPERATIONS	2,472,747	0	2,695,275	102,400	2,987,102	3,021,590	3,014,287
Means of Financing							
GENERAL FUND	1,899,949	0	2,122,795	100,000	2,760,102	2,788,590	2,781,287
CASH FUND	115,604	0	67,538	0	27,000	33,000	33,000
FEDERAL FUND	457,194	0	504,942	2,400	200,000	200,000	200,000
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPERATIONS FIN	2,472,747	0	2,695,275	102,400	2,987,102	3,021,590	3,014,287
GOVERNMENT AID REQUEST							
4900 GOVERNMENT AID							
4961 DISTRIBUTION OF AID	59,812	0	44,788	0	0	0	0
TOTAL GOVERNMENT AID	59,812	0	44,788	0	0	0	0

Actual and Continuation Budget Request - Subprogram Level - 101-SP (Minor) 101-SP-Page 76

Agency 98 DEPARTMENT OF CONSUMER AFFAIRS

Program 252 ADMINISTRATION

Subprogram 01 ADMINISTRATIVE SERVICES

Biennium Starting in FY 2004 Version A1

Minor Account

Account Description	FY00 Actual Exp	FY01 Actual Exp	FY02 Actual Exp	Encumb & Reapprop	FY03 Current Appr	FY04 Cont Req	FY05 Cont Req
TOTAL GOVERNMENT AID	59,812	0	44,788	0	0	0	0
Means of Financing							
GENERAL FUND	41,440	0	793	0	0	0	0
CASH FUND	0	0	0	0	0	0	0
FEDERAL FUND	18,372	0	43,995	0	0	0	0
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL GOVERNMENT AID FIN	59,812	0	44,788	0	0	0	0
OPERATIONS AND GOVERNMENT AID FINANCING							
GENERAL FUND	1,941,389	0	2,123,588	100,000	2,760,102	2,788,590	2,781,287
CASH FUND	115,604	0	67,538	0	27,000	33,000	33,000
FEDERAL FUND	475,566	0	548,937	2,400	200,000	200,000	200,000
REVOLVING FUND	0	0	0	0	0	0	0
OTHER FUND	0	0	0	0	0	0	0
TOTAL OPER AND GOV AID FIN	2,532,559	0	2,740,063	102,400	2,987,102	3,021,590	3,014,287

Report 10-SP Personal Services Report

PURPOSE

The Personal Services Request screen is the source of information for this report which provides a detailed breakdown, by position, of permanent salaries and wages, Line 4111, for the Budget Request. It also shows FTE and is the basis for reporting FTE on the Budget Request screen which produces sub-program, program, and agency requests. It provides information which allows the system to produce the bargaining unit summary information.

INSTRUCTIONS

The Class Titles, FTE, and FY02 Actual Expenditures will be pre-loaded into the system. Agencies will enter current year information, June FY03 estimated, and continuation FTE and appropriation change. The continuation request calculates automatically. There are also columns for budget adjustment request information.

Click the EDIT button to go into edit mode prior to entering data. New positions may be added by clicking the add key, choosing the appropriate position from the pick list and selecting.

Class code, bargaining unit, and salary grade are a part of the record, based on the position selected.

When calculating Full Time Equivalent, (FTE), remember that one FTE may be composed of four employees who each work .25 of the 2080-hour year. FTE amounts should be rounded to two decimal places. FTE amounts should not increase for the continuation request.

No across-the-board salary increase for the 2003-2005 biennium should be requested. The appropriations process will incorporate salary policy changes for the 2003-2005 biennium following completion of collective bargaining.

Be sure to annualize the cost of salary increases awarded during FY 2002-03, including January 1 salary plan increases, in the continuation requests for FY 2003-04 and FY 2004-05. All other FY 2003-04 and FY 2004-05 changes, including anticipated reclassifications and position changes, should be requested in the Budget Adjustment columns for FY04 and FY05.

Supplemental Personal Services Information - the following supplemental information must be furnished by each agency if applicable.

- a. For each position for which costs exceed an annualization of the June 30 salary, provide an explanation of the excess.
- b. For per diems to commission and board members, report the number of members, the number of days to be paid annually, and the per diem rate.

For request purposes, assume that all new non-bargaining unit employees will be placed at the hiring rate of their salary grade and advanced to the minimum permanent rate upon completion of six months of satisfactory services from the date of hire or promotion.

A copy of Report 10-SP for each Sub-program is required to be included in three copies of the printed copies of the operating budget request (four for higher education entities). Printing information is in Section V.

Personal Services Request (Form 10)

FY **2004** Agency **98** DEPARTMENT OF CONSUMER AFFAIRS Version **A1** AGENCY REQUEST
 Program **252** ADMINISTRATION Subprogram **01** ADMINISTRATIVE SERVICES

Class Code	Class Title	FY02 ACT FTE	FY02 ACT EXP	FY03 CUR FTE	FY03 CUR APPR	JUNE FY03 EST SAL	FY04 CHNG FTE	FY04
A091221	ADMINISTRATIVE ASSIST	1.00	29,169	1.00	0	0	0.00	0
V091221	ADMINISTRATIVE ASSIST	1.00	29,220	1.00	25,014	25,932	1.00	5,600
M371050	AUDIO TAPE DUPLICATIC	1.00	24,216	1.00	25,044	25,353	0.00	309
N195020	BUDGET ANALYST I	0.00	0	1.00	32,500	33,000	-1.00	2,500
N195021	BUDGET ANALYST II	0.00	0	2.00	86,000	88,000	0.00	0
V092123	BUSINESS MANAGER III	1.00	37,960	1.00	38,970	39,451	0.00	481
N007010	DISCRETIONARY NONCL.	1.00	56,822	1.00	59,479	60,213	0.00	734
N002010	EXECUTIVE DIRECTOR	1.00	67,507	1.00	70,408	71,277	0.00	869
A196121	FEDERAL AID ADMINISTF	1.00	31,462	1.00	32,747	33,152	0.00	405
A070722	IT INFRASTRUCTURE SUF	1.00	33,793	1.00	35,079	35,513	0.00	434

TOTALS						
Current Approp	1,623,350	Requested Chng	10,147	Cont Request	1,633,497	
FTE	50.50	FTE	0.00	FTE	50.50	Est Salary
Actual Expend	1,369,946	Adjusted Req	79,000	Total Request	1,712,497	1,644,250
FTE	46.85	FTE	2.00	FTE	52.50	

Class Titles --> **ADD** **DEL** **EDIT** **SAVE** **UNDO** **EXIT**

Personal Services Request (Form 10)

FY Agency DEPARTMENT OF CONSUMER AFFAIRS Version AGENCY REQUEST

Program ADMINISTRATION Subprogram ADMINISTRATIVE SERVICES

List of Available Choices

Class Code	
A091221	A
V091221	A
M371050	A
N195020	E
N195021	E
V092123	B
N007010	D
N002010	E
A196121	F
A070722	IT

Search		Title	Code	Grade
ACADEMIC CREDENTIALS CLERK II				
ACADEMIC CREDENTIALS TECHNICIAN				
ACADEMIC CREDENTIALS TECHNICIAN				
ACADEMIC RECORDS CLERK				
ACADEMIC RECORDS CLERK				
ACADEMIC RECORDS CLERK I				
ACADEMIC RECORDS CLERK II				
ACCOUNTABILITY & DISCLOSURE DEPUTY DIREC				
ACCOUNTANT				
ACCOUNTANT				

NG FTE	FY04
0.00	0
1.00	5,600
0.00	309
-1.00	2,500
0.00	0
0.00	481
0.00	734
0.00	869
0.00	405
0.00	434

TOTALS

Current Approp

FTE

Actual Expend

FTE

Select Index

Salary

1,644,250

FTE FTE FTE

Class Titles -->

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Agency 98 DEPARTMENT OF CONSUMER AFFAIRS
Program 252 ADMINISTRATION
Subprogram 01 ADMINISTRATIVE SERVICES
Biennium Starting in FY 2004 Version A1

Class Code	Class Title	Grade	FY02 Actual Exp	FY03 Current Appr	June 30, 2003 Est Sal	FY04 Cont Req	FY05 Cont Req
ADMINISTRATIVE PROFESSIONAL							
A070721	IT INFRASTRUCTURE SUPPORT TECHNICIAN	352	0	35,203	35,638	35,203	35,203
		FTE	0.00	1.00		1.00	1.00
A070722	IT INFRASTRUCTURE SUPPORT ANALYST	354	33,793	35,079	35,513	35,513	35,513
		FTE	1.00	1.00		1.00	1.00
A070723	IT INFRASTRUCTURE SUPPORT	356	40,817	42,588	43,114	43,114	43,114
		FTE	1.00	1.00		1.00	1.00
A091221	ADMINISTRATIVE ASSISTANT I	350	29,169	0	0	0	0
		FTE	1.00	1.00		1.00	1.00
A192121	ACCOUNTANT I	350	0	0	0	0	0
		FTE	0.00	0.00		0.00	0.00
A196121	FEDERAL AID ADMINISTRATOR I	351	31,462	32,747	33,152	33,152	33,152
		FTE	1.00	1.00		1.00	1.00
A331222	PUBLIC INFORMATION OFFICER I	351	11,847	26,222	26,546	26,546	26,546
		FTE	1.00	1.00		1.00	1.00
A371222	LIBRARIAN	354	188,554	238,834	241,179	241,179	241,179
		FTE	6.00	7.00		7.00	7.00
TOTAL FOR BARGAINING UNIT ADMINISTRATIVE PROFESSIONAL			335,642	410,673	415,142	414,707	414,707
		FTE	11.00	13.00		13.00	13.00
MANAGEMENT							
G371224	LIBRARY COMMISSION DIVISION DIRECTOR	017	139,405	145,627	147,425	147,425	147,425
		FTE	3.00	3.00		3.00	3.00
TOTAL FOR BARGAINING UNIT MANAGEMENT			139,405	145,627	147,425	147,425	147,425
		FTE	3.00	3.00		3.00	3.00
MAINTENANCE, TRADES, AND TECHNICAL							

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Class Code	Class Title	Grade	FY02 Actual Exp	FY03 Current Appr	June 30, 2003 Est Sal	FY04 Cont Req	FY05 Cont Req
M371050	AUDIO TAPE DUPLICATION COORDINATOR	209	24,216	25,044	25,353	25,353	0
		FTE	1.00	1.00		1.00	0.00
TOTAL FOR BARGAINING UNIT MAINTENANCE, TRADES, AND TECHNICAL			24,216	25,044	25,353	25,353	0
		FTE	1.00	1.00		1.00	0.00
NON-CLASSIFIED							
N002010	EXECUTIVE DIRECTOR	500	67,507	70,408	71,277	71,277	71,277
		FTE	1.00	1.00		1.00	1.00
N007010	DISCRETIONARY NONCLASSIFIED POSITION	500	56,822	59,479	60,213	60,213	60,213
		FTE	1.00	1.00		1.00	1.00
N195020	BUDGET ANALYST I	500	0	32,500	33,000	0	0
		FTE	0.00	1.00		0.00	0.00
N195021	BUDGET ANALYST II	500	0	86,000	88,000	86,000	86,000
		FTE	0.00	2.00		2.00	2.00
TOTAL FOR BARGAINING UNIT NON-CLASSIFIED			124,329	248,387	252,490	217,490	217,490
		FTE	2.00	5.00		4.00	4.00
ADMINISTRATIVE SUPPORT							
S011162	OFFICE CLERK II	333	40,622	42,276	42,798	42,798	42,798
		FTE	3.00	2.50		2.50	2.50
S011163	OFFICE CLERK III	335	10,235	16,990	17,200	17,200	17,200
		FTE	1.00	1.00		1.00	1.00
S014162	SECRETARY II	336	10,761	10,856	10,990	10,990	10,990
		FTE	1.00	0.50		0.50	0.50
S014163	SECRETARY/ADMINISTRATIVE	338	20,694	21,636	21,903	21,903	21,903
		FTE	1.00	1.00		1.00	1.00

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Class Code	Class Title	Grade	FY02 Actual Exp	FY03 Current Appr	June 30, 2003 Est Sal	FY04 Cont Req	FY05 Cont Req
S031162	MAIL CARRIER	333	15,500	15,834	16,030	16,030	16,030
		FTE	1.00	1.00		1.00	1.00
S091131	STAFF ASSISTANT I	337	19,970	20,631	20,886	20,886	20,886
		FTE	1.00	1.00		1.00	1.00
S091132	STAFF ASSISTANT II	339	135,481	161,301	163,292	163,292	163,292
		FTE	5.85	6.50		6.50	6.50
S371132	LIBRARY TECHNICIAN	337	31,911	44,388	44,813	44,813	44,813
		FTE	2.00	2.00		2.00	2.00
S371321	LIBRARY READERS ADVISOR	339	45,906	48,363	48,960	48,960	48,960
		FTE	2.00	2.00		2.00	2.00
S375140	LIBRARY AUDIO PLAYBACK	338	21,944	22,732	23,012	23,012	23,012
		FTE	1.00	1.00		1.00	1.00
TOTAL FOR BARGAINING UNIT							
ADMINISTRATIVE SUPPORT			353,024	405,007	409,884	409,884	409,884
		FTE	18.85	18.50		18.50	18.50
SUPERVISORY							
V070724	IT INFRASTRUCTURE SUPPORT	018	52,498	54,953	55,631	55,631	55,631
		FTE	1.00	1.00		1.00	1.00
V091221	ADMINISTRATIVE ASSISTANT I	010	29,220	25,014	25,932	50,614	50,614
		FTE	1.00	1.00		2.00	2.00
V092123	BUSINESS MANAGER III	015	37,960	38,970	39,451	39,451	39,451
		FTE	1.00	1.00		1.00	1.00
V331223	PUBLIC INFORMATION OFFICER II	013	46,654	48,836	49,439	49,439	49,439
		FTE	1.00	1.00		1.00	1.00
V371223	LIBRARIAN/SENIOR	015	170,341	161,532	163,464	163,464	163,464
		FTE	5.00	4.00		4.00	4.00

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Class Code	Class Title	Grade	FY02 Actual Exp	FY03 Current Appr	June 30, 2003 Est Sal	FY04 Cont Req	FY05 Cont Req
V371322	LIBRARY READERS ADVISOR/SENIOR	010	56,657	59,307	60,039	60,039	60,039
		FTE	2.00	2.00		2.00	2.00
TOTAL FOR BARGAINING UNIT SUPERVISORY			393,330	388,612	393,956	418,638	418,638
		FTE	11.00	10.00		11.00	11.00
TOTAL PERMANENT SALARIES			1,369,946	1,623,350	1,644,250	1,633,497	1,608,144
		FTE	46.85	50.50		50.50	49.50