

Arizona Department of Administration

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	FY 2009 ACTUAL	FY 2010 ESTIMATE	FY 2011 BASELINE
OPERATING BUDGET			
<i>Full Time Equivalent Positions</i>	863.7	730.7	724.7
Personal Services	30,664,900	29,451,900	30,002,400
Employee Related Expenditures	11,868,300	11,928,500	12,172,600
Professional and Outside Services	4,225,600	4,072,300	4,382,300
Travel - In State	309,900	307,600	307,600
Travel - Out of State	17,700	27,700	28,700
Other Operating Expenditures	29,617,800	33,870,300	34,245,200
Equipment	2,651,500	4,180,400	4,180,400
OPERATING SUBTOTAL	79,355,700	83,838,700	85,319,200
SPECIAL LINE ITEMS			
Facilities Management			
Relocation	0	60,000	0
Utilities	7,653,400	7,975,600	7,975,600
Financial Services			
Arizona Financial Information System	1,059,400	1,120,500	0
County Attorney Immigration Enforcement	2,430,000	2,430,000	2,430,000
ENSCO	2,867,300	2,867,300	2,867,300
Named Claimants	254,000	0	0
Human Resources			
Employee Wellness Program	296,700	300,000	0
Human Resources Information Solution COP	4,354,000	4,354,000	4,749,700
Information Technology Services			
Statewide Telecommunications Management Contract Lease Payment	809,500	851,800	425,900
Telecommunications Fund - Infrastructure Improvements Account	2,362,900	4,713,700	0
Risk Management			
Burke Settlement	523,500	0	0
External Legal Services	3,172,800	5,592,200	0
Non-Legal Related Expenditures	2,833,200	3,153,900	0
Risk Management Administrative Expenses	0	0	8,746,100
Risk Management Losses and Premiums	36,444,800	45,371,300	45,371,300
Workers' Compensation Losses and Premiums	23,201,700	30,112,300	30,112,300
Support Services			
State Surplus Property Sales Proceeds	1,152,300	2,512,000	2,512,000
Other			
5th Special Session Reduction	0	(5,813,400)	(5,813,400)
AGENCY TOTAL	168,771,200	189,439,900	184,696,000
FUND SOURCES			
General Fund	20,416,500	17,830,300	17,404,400
<u>Other Appropriated Funds</u>			
Air Quality Fund	597,800	714,100	714,100
Automation Operations Fund	19,870,600	19,195,900	19,195,900
Capital Outlay Stabilization Fund	14,953,500	17,411,800	17,411,800
Corrections Fund	536,100	568,900	568,900
Federal Surplus Materials Revolving Fund	112,100	453,400	453,400
Motor Vehicle Pool Revolving Fund	7,795,400	10,530,500	10,530,500
Personnel Division Fund	16,358,100	14,884,700	15,280,400
Risk Management Revolving Fund	77,163,100	92,472,200	92,472,200

	FY 2009 ACTUAL	FY 2010 ESTIMATE	FY 2011 BASELINE
Special Employee Health Insurance Trust Fund	4,224,900	5,249,800	5,249,800
State Surplus Materials Revolving Fund	2,203,600	3,618,400	3,618,400
Telecommunications Fund	2,176,600	1,796,200	1,796,200
Telecommunications Fund – Infrastructure Improvements Account	2,362,900	4,713,700	0
SUBTOTAL - Other Appropriated Funds	148,354,700	171,609,600	167,291,600
SUBTOTAL - Appropriated Funds	168,771,200	189,439,900	184,696,000
Other Non-Appropriated Funds	1,016,832,100	934,902,200	967,588,000
Federal Funds	236,200	27,500	27,500
TOTAL - ALL SOURCES	1,185,839,500	1,124,369,600	1,152,311,500

CHANGE IN FUNDING SUMMARY

	FY 2010 to FY 2011 Baseline	
	\$ Change	% Change
General Fund	(425,900)	(2.4%)
Other Appropriated Funds	(4,318,000)	(2.5%)
Total Appropriated Funds	(4,743,900)	(2.5%)
Non-Appropriated Funds	32,685,800	3.5%
Total - All Sources	27,941,900	2.5%

AGENCY DESCRIPTION — The department provides centralized general support services to state agencies, including accounting, financial, purchasing, building and grounds maintenance, personnel, information technology, Capitol Police, motor pool, travel reduction, and risk management services.

Operating Budget

The Baseline includes \$85,319,200 and 724.7 FTE Positions from the operating budget in FY 2011. These amounts consist of:

General Fund	\$12,268,700
Air Quality Fund	765,100
Automation Operations Fund	20,752,300
Capital Outlay Stabilization Fund	10,877,700
Corrections Fund	614,700
Federal Surplus Materials Revolving Fund	453,400
Motor Vehicle Pool Revolving Fund	11,384,300
Personnel Division Fund	11,502,900
Risk Management Revolving Fund	8,242,500
Special Employee Health Insurance Trust Fund	5,249,800
State Surplus Materials Revolving Fund	1,266,000
Telecommunications Fund	1,941,800

FY 2011 adjustments would be as follows:

Relocation SLI Funding Shift OF 60,000

The Baseline includes an increase of \$60,000 from the Capital Outlay Stabilization Fund in FY 2011 for a funding shift. Funding for Relocation will be included in the operating budget instead of the Facilities Management’s Relocation Special Line Item (SLI) beginning in FY 2011.

Arizona Financial Information GF 1,120,500 System SLI Funding Shift

The Baseline includes an increase of \$1,120,500 and 11.1 FTE Positions from the General Fund in FY 2011 for a funding shift. Funding for the Arizona Financial Information System (AFIS) will be included in the operating budget instead of the Financial Services’ AFIS SLI beginning in FY 2011.

Employee Wellness Program OF 300,000 SLI Funding Shift

The Baseline includes an increase of \$300,000 from the Special Employee Health Insurance Trust Fund (HITF) in FY 2011 for a funding shift. Funding for the Employee Wellness Program will be included in the operating budget instead of the Human Resources’ Employee Wellness Program SLI beginning in FY 2011.

Facilities Management

Relocation

The Baseline includes no funding from the Capital Outlay Stabilization Fund for the Relocation SLI in FY 2011. FY 2011 adjustments would be as follows:

Funding Shift OF (60,000)

The Baseline includes a decrease of \$(60,000) from the Capital Outlay Stabilization Fund in FY 2011 for a funding

Human Resources

Employee Wellness Program

The Baseline includes no funding from HITF for the Employee Wellness Program SLI in FY 2011. FY 2011 adjustments would be as follows:

Funding Shift **OF** **(300,000)**

The Baseline includes a decrease of \$(300,000) from HITF in FY 2011 for a funding shift. Funding for the Employee Wellness Program will be included in the operating budget instead of this SLI beginning in FY 2011.

This SLI funded a vendor contract to conduct employee wellness screenings and provide wellness feedback to participants. As the program is intended to reduce overall health insurance costs, HITF, which consists of health insurance contributions, provides for program's funding.

Human Resources Information Solution COP

The Baseline includes \$4,749,700 from the Personnel Division Fund for the Human Resources Information Solution (HRIS) COP in FY 2011. FY 2011 adjustments would be as follows:

Lease Payment Increase **OF** **395,700**

The Baseline includes an increase of \$395,700 from the Personnel Division Fund in FY 2011 for an increased HRIS lease-purchase payment.

This SLI funds semi-annual payments made on the COP issued to fund the HRIS. HRIS replaced the Human Resources Management System in FY 2004. The HRIS portion of the COP involved a principal amount of approximately \$35,000,000. The first payment was made in FY 2002. Total interest costs for the COP are projected to be \$15,600,000 over its 12-year term.

Information Technology Services

**Statewide Telecommunications Management
Contract Lease Payment**

The Baseline includes \$425,900 from the General Fund for the Statewide Telecommunications Management Contract Lease Payment in FY 2011. FY 2011 adjustments would be as follows:

Lease Payment Decrease **GF** **(425,900)**

The Baseline includes a decrease of \$(425,900) from the General Fund in FY 2011 for a decreased lease payment.

The 5-year payment schedule began with a payment of \$894,000 in FY 2007, decreased to \$851,800 for payments

scheduled in FY 2008 – FY 2010, and concludes with a payment of \$425,900 in FY 2011.

This lease financed the \$3,500,000 transition from the Arizona Telecommunications System to the state's new telecommunication system, the Arizona Network (AZNet). The Telecommunications Program Office chose this option in order to reduce the fiscal impact of the contract on agencies in FY 2006.

**Telecommunications Fund - Infrastructure
Improvements Account**

The Baseline includes no funding from the Telecommunications Fund Infrastructure Improvements Account for the Infrastructure Improvements SLI in FY 2011. FY 2011 adjustments would be as follows:

Funding Elimination **OF** **(4,713,700)**

The Baseline includes a decrease of \$(4,713,700) from the Telecommunications Fund Infrastructure Improvements Account in FY 2011 to eliminate this SLI's funding. Since ADOA has indicated they will not be charging agencies for this service in FY 2011, this SLI will no longer require funding.

Monies in this line item funded network upgrades, new features, and services for the state's telecommunication system. This account was supported from a portion of the AZNet charges to state agencies.

Risk Management

Burke Settlement

The Baseline includes no funding for plaintiff attorney fees associated with the Burke Settlement in FY 2011. This amount is unchanged from FY 2010.

This SLI funded one-time settlement costs associated the Burke lawsuit. This lawsuit required the state to reimburse employees who were affected by the ending of the defined contribution retirement system in 1981.

External Legal Services

The Baseline includes no funding from the Risk Management Revolving Fund for External Legal Services SLI in FY 2011. FY 2011 adjustments would be as follows:

Funding Shift **OF** **(5,592,200)**

The Baseline includes a decrease of \$(5,592,200) from the Risk Management Revolving Fund for a funding shift in FY 2011. Funding for External Legal Services will be included in the newly-created Risk Management Administrative Expenses SLI (*see below*) instead of this SLI beginning in FY 2011.

This SLI funded legal representation from outside the Office of the Attorney General in Risk Management or workers' compensation related lawsuits against the state. The division hires private counsel in circumstances where a legal conflict of interest exists. In the past few years, the division has also sought outside counsel when staffing from the Office of the Attorney General was not available.

Non-Legal Related Expenditures

The Baseline includes no funding from the Risk Management Revolving Fund for Non-Legal Related Expenditures in FY 2011. FY 2011 adjustments would be as follows:

Funding Shift OF (3,153,900)

The Baseline includes a decrease of \$(3,153,900) from the Risk Management Revolving Fund in FY 2011 for a funding shift. Funding for Non-Legal Related Expenditures will be included in the newly-created Risk Management Administrative Expenses SLI (*see below*) instead of this SLI beginning in FY 2011.

This SLI funded financial and actuarial analyses, relevant investigations, and related travel.

Risk Management Administrative Expenses

The Baseline includes \$8,746,100 from the Risk Management Fund for Risk Management Administrative Expenses in FY 2011. FY 2011 adjustments would be as follows:

Funding Shift OF 8,746,100

The Baseline includes an increase of \$8,746,100 from the Risk Management Revolving Fund in FY 2011 for a funding shift. Funding for the External Legal Services and Non-Legal Related Expenditures SLIs will be included in this newly-created SLI in FY 2011.

This SLI funds financial and actuarial analyses, relevant investigations, and related travel. This SLI also funds legal representation from outside the Office of the Attorney General in Risk Management or workers' compensation related lawsuits against the state. The division hires private counsel in circumstances where a legal conflict of interest exists. In the past few years, the division has also sought outside counsel when staffing from the Office of the Attorney General was not available.

Risk Management Losses and Premiums

The Baseline includes \$45,371,300 from the Risk Management Revolving Fund for Risk Management Losses and Premiums in FY 2011. This amount is unchanged from FY 2010.

This SLI represents estimated payments for liability and property settlements, medical expenses, and supplemental

insurance premiums. An actuarial study annually updates the projected loss exposures.

Workers' Compensation Losses and Premiums

The Baseline includes \$30,112,300 from the Risk Management Revolving Fund for Workers' Compensation Losses and Premiums in FY 2011. This amount is unchanged from FY 2010.

This SLI accounts for the state's liability in workplace injuries. The funding represents payments for workers' compensation beneficiaries, hospital and medical expenses, and supplemental insurance premiums. An actuarial study annually updates the projected loss exposures.

Support Services

State Surplus Property Sales Proceeds

The Baseline includes \$2,512,000 from the State Surplus Materials Revolving Fund for State Surplus Property Sales Proceeds in FY 2011. This amount is unchanged from FY 2010.

This SLI separates surplus sales proceeds returned to agencies from the division's operating budget. The surplus property yard returns 90% of sales proceeds to the agency from which the property originated. The yard retains 10% of the proceeds to fund its operations.

Other

5th Special Session Reduction

The Baseline includes \$(5,813,400) in FY 2011 to continue the 5th Special Session FY 2010 Lump Sum Reduction. This amount consists of:

General Fund	(1,213,200)
Air Quality Fund	(51,000)
Automation Operations Fund	(1,556,400)
Capital Outlay Stabilization Fund	(815,800)
Corrections Fund	(45,800)
Motor Vehicle Pool Revolving Fund	(853,800)
Personnel Division Fund	(972,200)
State Surplus Materials Revolving Fund	(159,600)
Telecommunications Fund	(145,600)

This lump sum reduction would be allocated to specific line items in the FY 2011 General Appropriation Act.

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FORMAT — Operating Lump Sum with Special Line Items by Agency

FOOTNOTES

Standard Footnotes

The \$2,430,000 appropriated to the County Attorney Immigration Enforcement line item shall be distributed as follows: \$1,430,000 to each county attorney of a county in this state having a population of 1,500,000 or more persons and \$500,000 to each county attorney of a county in this state having a population of 800,000 or more persons but less than 1,500,000 persons, and the remainder of the monies shall be distributed as equally as possible to each county attorney of counties in this state having a population of less than 800,000 persons. County attorneys may enter into agreements with county sheriffs or other law enforcement agencies or jurisdictions for the purposes of implementing A.R.S. § 23-212. These appropriations are exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations.

The department may collect an amount not to exceed \$1,762,600 from other funding sources, excluding Federal Funds, to recover pro rata costs of operating AFIS II. Any amounts left unspent from the Arizona Financial Information System line item shall revert to the State General Fund.

The appropriation for the Automation Operations Fund is an estimate representing all monies, including balance forward, revenue and transfers during FY 2011. These monies are appropriated to the Department of Administration for the purposes established in A.R.S. § 41-711. The appropriation shall be adjusted as necessary to reflect receipts credited to the Automation Operations Fund for Automation Operation Center projects. Expenditures for all additional Automation Operation Center projects above the \$20,752,300 appropriation shall be subject to review by the Joint Legislative Budget Committee, following approval of the Government Information Technology Agency. Expenditures for each additional project shall not exceed the specific revenues of that project.

The amounts appropriated for the State Employee Transportation Service Subsidy shall be used for up to a ~~100%~~ 50% subsidy of charges payable for transportation service expenses as provided in A.R.S. § 41-786, of nonuniversity state employees in a vehicle emissions control area as defined in A.R.S. § 49-541, of a county with a population of more than 400,000 persons. *(The subsidy amount would be changed from 100% to 50% in order to align it with the current subsidy percentage.)*

It is the intent of the Legislature that the department not replace vehicles until an average of 120,000 miles, or more.

Deletion of Prior Year Footnotes

The Baseline would delete the non-lapsing footnote for the Relocation SLI since this SLI's funding will be shifted into the operating budget beginning in FY 2011.

The Baseline would delete the Corrections Fund footnote pertaining to the oversight of construction projects.

STATUTORY CHANGES

The Baseline would, as session law, continue to prohibit the department from implementing a differentiated health insurance premium in FY 2011 based on the integrated or non-integrated status of the provider, beginning October 1, 2010.

OTHER ISSUES FOR LEGISLATIVE CONSIDERATION

5% FTE Position Reduction

ADOA was originally budgeted 228.8 General Fund FTE Positions in FY 2010. Laws 2009, 3rd Special Session, Chapter 11, Section 17 mandates a 5% General Fund FTE Position reduction by February 1, 2010. Given the mid-year implementation, this provision requires the department to reduce an additional 5 General Fund FTE Positions in FY 2010 and 11 General Fund FTE Positions in FY 2011.

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
Administration - AFIS II Collections Fund (ADA4203/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Financial transaction processing fees.		
Purpose of Fund: To operate the Arizona Financial Information System (AFIS) II.		
Funds Expended	1,353,700	2,291,300
Year-End Fund Balance	1,100,900	75,000
Air Quality Fund (ADA2226/A.R.S. § 49-551)		Appropriated
Source of Revenue: Annual air quality and emissions fees assessed on motor vehicle registrations, as well as legislative appropriations.		
Purpose of Fund: To administer a travel reduction program, as defined by A.R.S. § 49-588, including bus ride subsidies for state employees.		
Funds Expended	597,800	714,100
Year-End Fund Balance*	253,500	(85,000)

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
Arizona State Hospital Capital Construction Fund (ADA2466/A.R.S. § 36-218)		Non-Appropriated
Source of Revenue: Laws 2000, Chapter 1 created the Arizona State Hospital Capital Construction Fund, from which \$80,000,000 was appropriated over 4 years, beginning in 2000.		
Purpose of Fund: To construct civil, forensic and adolescent facilities, renovation of existing buildings and infrastructure, and for the Arizona Community Protection and Treatment Center. FY 2009 expenditures of \$19,000 are not displayed to avoid double counting.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Automation Operations Fund (ADA4230/A.R.S. § 41-711)		Appropriated
Source of Revenue: Charges to agencies and other political entities for information technology products and services. The fund has continuously appropriated sub-accounts for agreements made with other states and the Arizona Health Care Cost Containment System.		
Purpose of Fund: To provide agencies and other political entities data processing and information technology consulting services and to maintain the integrity and security of state information.		
Funds Expended	19,870,600	19,195,900
Year-End Fund Balance	4,078,800	1,129,500
Capital Outlay Stabilization Fund (ADA1600/A.R.S. § 41-792.01)		Appropriated
Source of Revenue: Rental and tenant improvement charges to agencies occupying Arizona Department of Administration (ADOA) owned buildings.		
Purpose of Fund: To pay maintenance, utilities, construction, and administrative costs for state-owned buildings.		
Funds Expended	14,953,500	17,411,800
Year-End Fund Balance	4,274,600	943,800
Capitol Police Administrative Towing Fund (ADA1999/A.R.S. § 41-795)		Non-Appropriated
Source of Revenue: Penalties and fees collected for parking violations on state property.		
Purpose of Fund: For Capitol Police Department law enforcement purposes.		
Funds Expended	0	68,500
Year-End Fund Balance	0	33,300
Certificate of Participation Fund (ADA5005/A.R.S. § 41-791.02)		Non-Appropriated
Source of Revenue: Rental and tenant improvement charges to agencies occupying buildings under Certificate of Participation (COP) lease-purchase agreements.		
Purpose of Fund: To make COP lease-purchase payments on buildings under such agreements.		
Funds Expended	163,678,700	146,843,100
Year-End Fund Balance	78,784,300	4,059,100
Construction Insurance Fund (ADA4219/A.R.S. § 41-622)		Non-Appropriated
Source of Revenue: Risk management charges to agencies for state construction projects. The construction and design insurance rate is set by ADOA and reviewed by the Joint Committee on Capital Review.		
Purpose of Fund: To self-insure state construction projects against tort losses from design and construction defects.		
Funds Expended	547,400	2,370,800
Year-End Fund Balance	605,200	224,200
Consumer Loss Recovery Fund (ADA2469/A.R.S. § 41-622.02)		Non-Appropriated
Source of Revenue: Budget Stabilization Fund (A.R.S. § 35-144) transfers based on monthly actual expenditure requests, as submitted by the Risk Management Division.		
Purpose of Fund: To pay claims, as well as adjusting, processing, legal defense, and administrative costs associated with the alternative fuel credit.		
Funds Expended	0	50,000
Year-End Fund Balance	17,800	17,800

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
Co-Op State Purchasing Agreement Fund (ADA4213/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Annual subscription fees paid by local governments for state purchasing records, fees paid by individuals for copies of public records, and fees paid by vendors participating in the State Contract Show.		
Purpose of Fund: To provide microfiche of state purchasing information to local governments, as well as to reproduce public records for local governments and the public.		
Funds Expended	861,900	1,946,900
Year-End Fund Balance	512,600	357,700
Corrections Fund (DCA2088/A.R.S. § 41-1641)		Appropriated
Source of Revenue: Luxury taxes on alcohol and tobacco products.		
Purpose of Fund: For the construction, major maintenance, lease, purchase or lease of correctional or state-operated juvenile facilities. The Legislature may also appropriate monies in this fund for the operation of these facilities.		
Funds Expended	536,100	568,900
Year-End Fund Balance*	(1,288,300)	(2,089,400)
Electronic Commerce (ADA2482/A.R.S. § 41-2673)		Non-Appropriated
Source of Revenue: Legislative appropriations, agency repayments, and 10% of any savings generated through the implementation of electronic commerce initiatives using fund monies.		
Purpose of Fund: To partially finance agency electronic commerce initiatives where other funding mechanisms do not exist.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Emergency Telecommunication Services Revolving Fund (ADA2176/A.R.S. § 41-704)		Non-Appropriated
Source of Revenue: The telecommunication services excise tax, currently \$0.20 per wire or wireless account, levied on monthly telephone bills and remitted by telephone companies, as authorized by A.R.S. § 42-5252.		
Purpose of Fund: To aid the political subdivisions of the state in implementing and operating emergency telecommunication services (911); to purchase necessary equipment and consulting services (up from 3% to 5% of revenue beginning September 30, 2009); to pay monthly recurring costs for capital, maintenance, and operations; and to reimburse wireless carriers for the costs of compliance.		
Funds Expended	22,225,400	26,732,200
Year-End Fund Balance	29,229,200	13,202,500
Employee Related Expenditures/Benefits Administration Fund (ITA3035/A.R.S. § 38-651.05)		Non-Appropriated
Source of Revenue: State employer and state employee premium contributions for vision, flexible spending, disability, life, and accident insurance.		
Purpose of Fund: To administer state employee benefit plans and pay non-health insurance premiums.		
Funds Expended	40,950,400	33,671,800
Year-End Fund Balance	3,721,700	3,300,600
Federal Grants (ADA2000/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Federal grants, including grants from the Department of Justice.		
Purpose of Fund: To pay for security related equipment and other expenses.		
Funds Expended	236,200	27,500
Year-End Fund Balance	64,000	36,500
Federal Surplus Materials Revolving Fund (ADA4215/A.R.S. § 41-2606)		Appropriated
Source of Revenue: Federal surplus property service and handling fees.		
Purpose of Fund: To collect, store, and administer the sale of federal surplus property. Federal regulations concerning the disposition of federal surplus property cap the year-end balance of this fund at \$50,000. When the fund exceeds this cap, the department must discount its service and handling charges for federal surplus materials transferred to agencies in the following fiscal year.		
Funds Expended	112,100	453,400
Year-End Fund Balance*	94,600	(318,200)

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
IGA and ISA Fund (ADA2500/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Various intergovernmental and interagency service agreements.		
Purpose of Fund: To execute various intergovernmental and interagency service agreements.		
Funds Expended	17,836,600	6,973,000
Year-End Fund Balance	2,126,400	560,900
Lease Purchase Building Operating and Maintenance Fund (ADA1025/A.R.S. § 41-792.01)		Appropriated
Source of Revenue: Operations and maintenance charges to agencies occupying non-COP lease-purchase state buildings.		
Purpose of Fund: To operate and maintain non-COP lease-purchase state buildings. All such buildings have been paid off or sold.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Legislative, Executive, and Public Buildings Land Fund (ADA3127/A.R.S. § 37-525)		Appropriated
Source of Revenue: State trust land lease revenues.		
Purpose of Fund: To support state Legislative, Executive, and Judicial buildings. In FY 2005, to construct a new Library and Archives Building.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Management Services Division Plan Deposits Fund (ADA3196/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Deposits for blueprints, paid by construction vendors and bidders.		
Purpose of Fund: To reimburse blueprint deposits.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Monument and Memorial Repair Fund (ADA2338/A.R.S. § 41-1365)		Appropriated
Source of Revenue: Monies derived from fundraising activities, monies that are collected by the proponents of a monument or memorial, grants, donations, and legislative appropriations.		
Purpose of Fund: For the maintenance, repair, reconditioning, or relocation of monuments or memorials and for supporting mechanical equipment in the governmental mall.		
Funds Expended	0	0
Year-End Fund Balance	1,500	1,500
Motor Vehicle Pool Revolving Fund (ADA4204/A.R.S. § 41-804)		Appropriated
Source of Revenue: Charges to agencies for the use of motor pool vehicles.		
Purpose of Fund: To operate the motor vehicle pool.		
Funds Expended	7,795,400	10,530,500
Year-End Fund Balance	4,307,700	2,102,200
Payroll Administration Fund (ADA9230/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: A one-time \$50 charge for setting up a garnishment, which is granted by the court, a \$5 employee fee for each non-exempt statement that is generated per payday, and a \$1 administrative fee for child and spousal support orders.		
Purpose of Fund: Administrative costs related to garnishments and child support.		
Funds Expended	7,000	7,000
Year-End Fund Balance	124,600	249,200

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
Personnel Division Fund (ADA1107/A.R.S. § 41-764)		Appropriated
Source of Revenue: A 1.07% (permanent law) charge on the total payroll of each agency within the ADOA personnel system.		
Purpose of Fund: To operate the ADOA Human Resources Division.		
Funds Expended	16,358,100	14,884,700
Year-End Fund Balance	470,100	(2,894,400)
Privatized Lease-To-Own Fund (ADA5010/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Charges to agencies occupying privatized lease-to-own (PLTO) buildings.		
Purpose of Fund: To operate, maintain, and make annual rent payments on PLTO buildings.		
Funds Expended	12,311,500	11,736,100
Year-End Fund Balance	93,900	97,900
Racing Investigation Fund (ADA2369/A.R.S. § 41-705)		Non-Appropriated
Source of Revenue: Monies collected from persons, partnerships, associations, or corporations that hold a permit for a racing meeting under Title 5.		
Purpose of Fund: To cover the cost of racing investigations by the Arizona Department of Racing. The fund is administered by ADOA and disbursements are made pursuant to instructions from the director of the Department of Racing.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Retiree Accumulated Sick Leave Fund (YYA3200/A.R.S. § 38-616)		Non-Appropriated
Source of Revenue: A 0.40% charge on the total benefit-eligible payroll of each agency within the ADOA personnel system. By statute, the rate may not exceed 0.55% and is set by ADOA with Joint Legislative Budget Committee review.		
Purpose of Fund: To compensate eligible retiring state employees for accumulated sick leave, to pay insurance premiums, and to administer the program. Payments are calculated as a percentage, tiered according to accrual level of hourly salary. Payments to 1 individual shall not exceed \$30,000.		
Funds Expended	11,133,800	11,491,000
Year-End Fund Balance	4,369,300	4,878,300
Risk Management Revolving Fund (AGA4216/A.R.S. § 41-622)		Appropriated
Source of Revenue: Actuarial charges assessed to agencies insured under the state's risk management system, as well as recoveries by the state through litigation.		
Purpose of Fund: To pay for the legal services ISA contract between the Attorney General and the Arizona Department of Administration.		
Funds Expended	77,163,100	92,472,200
Year-End Fund Balance	55,724,200	27,517,700
Special Employee Health Insurance Trust Fund (ITA3015/A.R.S. § 38-654)		Partially-Appropriated
Source of Revenue: Employer and employee medical and dental insurance contributions.		
Purpose of Fund: To administer and pay premiums and claims for state employee health insurance plans, as well as to operate the Wellness and Communications program. Only administrative expenditures from this fund are subject to legislative appropriation.		
Appropriated Funds Expended	4,224,900	5,249,800
Non-Appropriated Funds Expended	743,324,100	688,274,000
Year-End Fund Balance	70,631,900	68,545,700
Special Events Fund (ADA2503/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Set-up fees for special events on state property.		
Purpose of Fund: To set up special events on state property.		
Funds Expended	32,300	51,300
Year-End Fund Balance	30,500	200

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
Special Services Revolving Fund (ADA4208/A.R.S. § 35-193)		Non-Appropriated
Source of Revenue: Payments by agencies using various centralized printing, copying, and repair services offered by ADOA.		
Purpose of Fund: To provide supplies, printing, copying, repair, and other office services for state agencies.		
Funds Expended	1,776,900	1,844,800
Year-End Fund Balance*	242,900	(9,200)
State Employee Suggestion Program Award Fund (ADA3190/A.R.S. § 38-613)		Non-Appropriated
Source of Revenue: Legislative appropriations.		
Purpose of Fund: To award state employees up to \$1,000 for a special act in the public interest or for an adopted idea resulting in state savings or improved operations. Up to \$50 per award may be used to purchase recognition materials and up to 6% of fund monies may be used to administer the program.		
Funds Expended	0	0
Year-End Fund Balance	0	0
State Employee Travel Reduction Fund (ADA2261/A.R.S. § 41-101.03)		Non-Appropriated
Source of Revenue: Grants by the Maricopa Association of Governments, the State Travel Reduction Planning Office, and the Arizona Department of Environmental Quality.		
Purpose of Fund: To operate and administer a ride-sharing program for the transportation of state employees between home and work.		
Funds Expended	560,100	498,900
Year-End Fund Balance	140,700	140,700
State Surplus Materials Revolving Fund (ADA4214/A.R.S. § 41-2606)		Appropriated
Source of Revenue: State surplus property sales revenues.		
Purpose of Fund: To collect, store, and administer the sale of state surplus property. The majority of revenues are returned to donor agencies. The department retains a service and handling fee.		
Funds Expended	2,203,600	3,618,400
Year-End Fund Balance	275,700	(1,649,700)
Statewide Donations Fund (ADA2025/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Employee donations and other miscellaneous deposits. In FY 2005, a \$1,000,000 grant for wireless emergency telecommunications was deposited into this fund.		
Purpose of Fund: Employee donations are used to recognize outstanding employees. The \$1,000,000 grant received in FY 2005 is to be used for Geographic Information Systems and mapping support in the development of Wireless Phase II deployment in counties that have already deployed Wireless Phase I.		
Funds Expended	220,100	46,800
Year-End Fund Balance	260,100	223,300
Telecommunications Fund (ADA4231/A.R.S. § 41-713)		Appropriated
Source of Revenue: Administrative surcharges on telecommunications services for agencies and other political entities. Additionally in FY 2006, a transfer of \$927,500 from the Technology and Telecommunications Fund, as stipulated by Laws 2005, Chapter 330.		
Purpose of Fund: To operate the Telecommunications Program Office, which manages and oversees statewide contracts for telecommunications products and services. The state's contractors operate and equip telecommunications voice, data, video, and graphics systems, allowing the collection, storage, interchange, retrieval, and transmission of information.		
Funds Expended	2,176,600	1,796,200
Year-End Fund Balance	445,300	261,800
Telecommunications Fund - Infrastructure Improvements Account (ADA4231B/A.R.S. § 35-142)		Appropriated
Source of Revenue: A portion of the rate charged to the state for telecommunications services.		
Purpose of Fund: To replace end-of-life voice and data equipment in state facilities.		
Funds Expended	2,362,900	4,713,700
Year-End Fund Balance*	1,168,100	(5,086,300)

SUMMARY OF FUNDS	FY 2009 Actual	FY 2010 Estimate
Traffic and Parking Control Fund (ADA2453/A.R.S. § 41-796)		Non-Appropriated
Source of Revenue: Penalties and fees collected for traffic and parking violations on state property.		
Purpose of Fund: To post signs, markings, and notices for the regulation of vehicles on state property, as well as to maintain state parking lots and structures.		
Funds Expended	12,200	4,700
Year-End Fund Balance	1,700	1,800

*As reported by the agency. Actual ending balance will not be negative.