

Arizona Department of Administration

	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 BASELINE
OPERATING BUDGET			
<i>Full Time Equivalent Positions</i>	689.7	689.7	689.7
Personal Services	23,552,300	28,990,000	28,990,000
Employee Related Expenditures	10,339,800	11,205,400	11,205,400
Professional and Outside Services	3,925,900	4,121,300	4,251,300
Travel - In State	257,500	294,700	294,700
Travel - Out of State	17,800	30,100	30,100
Other Operating Expenditures	28,815,200	30,170,000	30,340,000
Equipment	4,325,200	3,665,700	3,665,700
OPERATING SUBTOTAL	71,233,700	78,477,200	78,777,200
SPECIAL LINE ITEMS			
Facilities Management			
Utilities	7,326,200	7,975,600	8,275,600
Financial Services			
County Attorney Immigration Enforcement	1,213,200	1,213,200	1,213,200
ENSCO	2,862,800	1,436,400	0
Named Claimants	68,700	0	0
Human Resources			
Human Resources Information Solution COP	4,749,700	5,550,600	4,954,800
Information Technology Services			
Public Safety Communications	586,700	527,200	527,200
Statewide Information Security and Privacy Office	708,400	853,100	853,100
Telecommunications Lease Payment	381,400	0	0
Risk Management			
Risk Management Administrative Expenses	6,696,200	8,746,100	8,746,100
Risk Management Losses and Premiums	34,192,800	43,480,200	43,480,200
Workers' Compensation Losses and Premiums	24,886,100	30,620,200	30,620,200
Support Services			
State Surplus Property Sales Proceeds	1,152,900	1,260,000	1,260,000
Other			
Ch. 34 One-Time COSF	0	613,300	0
AGENCY TOTAL	156,058,800	180,753,100 ^{1/}	178,707,600

FUND SOURCES

General Fund	16,678,000	14,858,600	13,422,200
<u>Other Appropriated Funds</u>			
Air Quality Fund	596,500	714,100	714,100
Automation Operations Fund	17,414,800	18,672,400	18,672,400
Capital Outlay Stabilization Fund	15,843,700	17,903,800 ^{2/}	17,890,500
Corrections Fund	442,100	552,500	552,500
Federal Surplus Materials Revolving Fund	96,400	451,400	451,400
Information Technology Fund	2,487,600	3,120,500	3,120,500
Motor Vehicle Pool Revolving Fund	8,639,800	10,038,900	10,038,900
Personnel Division Fund	13,865,000	14,564,800	13,969,000
Risk Management Revolving Fund	72,152,200	90,321,800	90,321,800
Special Employee Health Insurance Trust Fund	3,897,400	5,108,300	5,108,300
State Surplus Materials Revolving Fund	2,070,200	2,378,800	2,378,800
State Web Portal Fund	250,500	250,000	250,000
Telecommunications Fund	1,624,600	1,817,200	1,817,200
SUBTOTAL - Other Appropriated Funds	139,380,800	165,894,500	165,285,400
SUBTOTAL - Appropriated Funds	156,058,800	180,753,100	178,707,600

^{1/} In addition to these amounts, a total of \$265,700 GF and \$1,068,600 OF is appropriated in FY 2012 for costs associated with an additional pay period.

^{2/} Laws 2011, Chapter 34 appropriated monies from the Capital Outlay Stabilization Fund in FY 2012 for costs associated with building maintenance and building utilities for the Polly Rosenbaum Archives Building. This one-time appropriation was to be 50% of the unexpended balance of a completed capital project. Originally, JLBC estimated the appropriation to be \$500,000. The actual appropriation was \$613,300.

	FY 2011 ACTUAL	FY 2012 ESTIMATE	FY 2013 BASELINE
Other Non-Appropriated Funds	878,454,700	835,477,800	855,971,000
Federal Funds	6,457,500	14,431,200	6,375,700
TOTAL - ALL SOURCES	1,040,971,000	1,030,662,100	1,041,054,300

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

Operating Budget

The Baseline includes \$78,777,200 and 682.7 FTE Positions in FY 2013 for the operating budget. These amounts consist of:

	FY 2013
General Fund	\$11,056,100
Air Quality Fund	714,100
Automation Operations Fund	18,672,400
Capital Outlay Stabilization Fund (COSF)	10,240,600
Corrections Fund	552,500
Federal Surplus Materials Revolving Fund	451,400
Information Technology Fund	2,267,400
Motor Vehicle Pool Revolving Fund	10,038,900
Personnel Division Fund	9,014,200
Risk Management Revolving Fund	7,475,300
Special Employee Health Insurance Trust Fund	5,108,300
State Surplus Materials Revolving Fund	1,118,800
State Web Portal Fund	250,000
Telecommunications Fund	1,817,200

FY 2013 adjustments would be as follows:

**Secretary of State Building OF 300,000
Operating Costs**

The Baseline includes an increase of \$300,000 from COSF in FY 2013 for the operation and maintenance expenses of the Polly Rosenbaum Archives Building and the Records Management Center. *(Please see the Department of Administration Capital Outlay section for more information.)*

Laws 2009, Chapter 114 transferred control of the Arizona State Library, Archives and Public Records (ASLAPR) functions from the Legislature to the Secretary of State. However, even with this transfer, ASLAPR facilities remained under the control of the Legislature. The Consolidation Budget Reconciliation Bill (BRB) (Laws 2011, Chapter 27) transferred control of ASLAPR facilities, including the Polly Rosenbaum Archives Building and the Records Management Center, to the Secretary of State, thereby making the Department of Administration responsible for maintenance of the buildings.

Because the materials in these buildings need to be stored at specific environmental conditions in order to ensure proper preservation, this funding will be used to provide maintenance to advanced heating, ventilation, and air conditioning (HVAC) systems, as well as other technical document preservation systems.

Facilities Management

Utilities

The Baseline includes \$8,275,600 in FY 2013 for Utilities. This amount consists of:

General Fund	625,700
COSF	7,649,900

FY 2013 adjustments would be as follows:

**Secretary of State Building OF 300,000
Utilities Costs**

The Baseline includes an increase of \$300,000 from COSF in FY 2013 for the utility expenses of the Polly Rosenbaum Archives Building and the Records Management Center. The materials in these buildings need to be stored at specific environmental conditions in order to ensure proper preservation, which results in increased utility costs. *(Please see the Department of Administration Capital Outlay section for more information.)*

This line item funds utility charges, including electric, water, gas, and garbage disposal, for state-owned buildings.

Financial Services

County Attorney Immigration Enforcement

The Baseline includes \$1,213,200 from the General Fund in FY 2013 for County Attorney Immigration Enforcement. This amount is unchanged from FY 2012.

This line item is for distribution to county attorneys and county sheriffs for the purpose of enforcement of Title 23,

Chapter 2, Article 2, Arizona Revised Statutes which prohibits an employer from knowingly employing unauthorized immigrants and general enforcement of immigration related matters. A footnote specifies the allocation of these funds.

ENSCO

The Baseline includes no funding from the General Fund in FY 2013 for ENSCO. FY 2013 adjustments would be as follows:

Funding Elimination GF (1,436,400)

The Baseline includes a decrease of \$(1,436,400) from the General Fund in FY 2013 for funding elimination. The lease-purchase payments for the ENSCO site end in FY 2012.

Monies in this line item were used to pay the lease-purchase requirements for acquisition of the ENSCO site. Laws 1991, Chapter 282 authorized the simultaneous sale and lease-purchase of state properties to fund this appropriation.

Human Resources

Human Resources Information Solution COP

The Baseline includes \$4,954,800 from the Personnel Division Fund in FY 2013 for the Human Resources Information Solution (HRIS) Certificate of Participation (COP). FY 2013 adjustments would be as follows:

Lease-Purchase Payment Decrease OF (595,800)

The Baseline includes a decrease of \$(595,800) from the Personnel Division Fund in FY 2013 for a decreased HRIS lease-purchase payment.

This line item funds semi-annual payments made on the \$35,000,000 12-year COP issued to fund HRIS.

Information Technology Services

Public Safety Communications

The Baseline includes \$527,200 and 4 FTE Positions from the General Fund in FY 2013 for Public Safety Communications. These amounts are unchanged from FY 2012.

The Public Safety Communications Program designs and implements a standard based system that provides interoperability between statewide public safety agencies.

Radio interoperability allows public safety personnel from one agency to communicate with personnel from other agencies.

This program was previously a function of the Government Information Technology Agency (GITA). The Consolidation BRB (Laws 2011, Chapter 27) transferred the functions of GITA to the Department of Administration beginning in FY 2012. FY 2011 expenditures for GITA are reflected in the Department of Administration's expenditure information.

Statewide Information Security and Privacy Office

The Baseline includes \$853,100 and 3 FTE Positions from the Information Technology Fund in FY 2013 for the Statewide Information Security and Privacy Office. These amounts are unchanged from FY 2012.

The office performs strategic planning, policy development, and risk assessment to protect the state's information resources.

This program was previously a function of GITA. The Consolidation BRB (Laws 2011, Chapter 27) transferred the functions of GITA to the Department of Administration beginning in FY 2012. FY 2011 expenditures for GITA are reflected in the Department of Administration's expenditure information.

Risk Management

Risk Management Administrative Expenses

The Baseline includes \$8,746,100 from the Risk Management Revolving Fund in FY 2013 for Risk Management Administrative Expenses. This amount is unchanged from FY 2012.

This line item funds financial and actuarial analyses, relevant investigations, and related travel. This line item also funds legal representation from outside the Office of the Attorney General.

Risk Management Losses and Premiums

The Baseline includes \$43,480,200 from the Risk Management Revolving Fund in FY 2013 for Risk Management Losses and Premiums. This amount is unchanged from FY 2012.

This line item 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 \$30,620,200 from the Risk Management Revolving Fund in FY 2013 for Workers' Compensation Losses and Premiums. This amount is unchanged from FY 2012.

This line item 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 \$1,260,000 from the State Surplus Materials Revolving Fund in FY 2013 for State Surplus Property Sales Proceeds. This amount is unchanged from FY 2012.

This line item 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

Ch. 34 One-Time COSF

The Baseline transfers funding from COSF in FY 2013 for costs associated with maintenance and utilities for the Polly Rosenbaum Archives Building and the Records Management Center, with \$300,000 being allocated to the Department of Administration's operating budget and \$300,000 being allocated to the Utilities Special Line Item (SLI). (Please see the Department of Administration's operating budget and the Utilities SLI for information regarding FY 2013 funding.)

Laws 2011, Chapter 34 included a one-time appropriation of 50% of the balance of a completed capital project to be used by the Department of Administration for the operating and utility expenses for the Polly Rosenbaum Archives Building. The FY 2012 appropriation was \$613,300.

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FORMAT — Operating Lump Sum with Special Line Items by Agency

FOOTNOTES

Standard Footnotes

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.

Of the \$1,213,200 appropriated to the County Attorney Immigration Enforcement line item, \$200,000 shall be distributed to the County Attorney of a county in this state having a population of 2,000,000 or more persons for the purpose of enforcing Title 23, Chapter 2, Article 2, Arizona Revised Statutes, and \$500,000 shall be distributed to the County Sheriff of a county in this state having a population of 2,000,000 or more persons for the purpose of enforcing Title 23, Chapter 2, Article 2, Arizona Revised Statutes. Subject to the prior approval of the Joint Legislative Budget Committee, the remaining monies may be distributed to County Attorneys and County Sheriffs of counties with populations of less than 2,000,000 persons for the purpose of enforcing Title 23, Chapter 2, Article 2, Arizona Revised Statutes. This appropriation is exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations. The appropriated monies may be spent in the sole discretion of the County Attorney or County Sheriff to whom the monies are distributed for the purpose of enforcing Title 23, Chapter 2, Article 2, Arizona Revised Statutes, without any further approval or other action by the County Board of Supervisors of the county.

All State Surplus Materials Revolving Fund revenues received by the Department of Administration in excess of the \$1,260,000 appropriated to the State Surplus Property Sales Proceeds line item in FY 2013 are appropriated to the department. Before the expenditure of State Surplus Materials Revolving Fund receipts in excess of \$1,260,000 in FY 2013, the Department of Administration shall report the intended use of monies to the Joint Legislative Budget Committee.

The amounts appropriated for the State Employee Transportation Service Subsidy shall be used for up to a 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 appropriation for the Automation Operations Fund is an estimate representing all monies, including balance forward, revenue and transfers during FY 2013. 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. Before the expenditure of any Automation Operations Fund revenues in excess of \$18,672,400 in FY 2013, the Department of Administration shall report the intended use of monies to the Joint Legislative Budget Committee.

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

STATUTORY CHANGES

The Baseline would, as session law, continue to prohibit ADOA from implementing a differentiated health insurance premium in FY 2013 based on the integrated or non-integrated status of the provider.

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 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	1,282,300	2,343,600
Year-End Fund Balance	1,175,000	0
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	596,500	714,100
Year-End Fund Balance	0	0
Arizona State Hospital Capital Construction Fund (ADA2466/Laws 2000, Chapter 1)		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.		
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	17,414,800	18,672,400
Year-End Fund Balance	4,481,400	1,402,600
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	15,843,700	17,903,800
Year-End Fund Balance	7,678,700	5,422,700
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	132,802,500	93,007,900
Year-End Fund Balance	9,302,100	6,986,300

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 Estimate
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 the 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	872,700	2,326,100
Year-End Fund Balance	4,083,300	5,352,400
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	0
Year-End Fund Balance	0	0
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	2,686,300	2,776,600
Year-End Fund Balance	308,500	510,300
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	442,100	552,500
Year-End Fund Balance	5,531,200	4,947,900
Electronic Commerce Fund (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 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	17,137,500	18,834,800
Year-End Fund Balance	4,228,700	0

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 Estimate
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	34,479,900	29,793,500
Year-End Fund Balance	3,332,200	3,086,400
Federal Grant Fund (ADA2000/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Federal grants, including pass through grants from the several agencies.		
Purpose of Fund: To pay for security related equipment and programs, as well as to administer monies as sub-grantee for federal projects. This fund includes monies transferred from the Government Information Technology Agency (GITA) to ADOA and excludes monies transferred to the Department of Public Safety (DPS) from ADOA for Capitol Police as required by the Consolidation Budget Reconciliation Bill (BRB) (Laws 2011, Chapter 27).		
Funds Expended	951,100	2,463,900
Year-End Fund Balance	171,100	349,300
Federal Grants - American Recovery and Reinvestment Act (ARRA) (ADA2999/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: One-time Federal Funds allocated by the American Recovery and Reinvestment Act of 2009 (P.L. 111-5).		
Purpose of Fund: One-time Federal Funds to be used for the installation of solar panels in the Phoenix and Tucson complexes, the implementation of the statewide Health Information Exchange (HIE), and broadband development. This fund includes monies transferred from GITA to ADOA as required by the Consolidation BRB (Laws 2011, Chapter 27).		
Funds Expended	5,506,400	11,967,300
Year-End Fund Balance	195,200	195,200
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	96,400	451,400
Year-End Fund Balance*	67,200	(319,600)
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. This fund includes monies transferred to ADOA from the Department of Commerce for the Office of Employment and Population Statistics as required by the General Government BRB (Laws 2011, Chapter 34). This fund excludes monies transferred to DPS from ADOA for Capitol Police as required by the Consolidation BRB (Laws 2011, Chapter 27).		
Funds Expended	4,829,500	4,057,500
Year-End Fund Balance	1,058,100	1,006,200
Information Technology Fund (ADA2152/A.R.S. § 41-3035)		Appropriated
Source of Revenue: A pro rata share of 0.2% of total payroll, charged to all budget units subject to GITA or the Information Technology Authorization Committee (ITAC) oversight.		
Purpose of Fund: Provides personnel funding for statewide information technology planning, coordinating, oversight, and consulting. The Statewide Strategic Information Technology Plan is prepared annually by Information Technology (IT) Fund personnel with input from state agency Chief Information Officers. Additionally, monies from the IT Fund also support the operation of the Statewide Information Security and Privacy Office (SISPO). This fund includes monies transferred from GITA to ADOA as required by the Consolidation BRB (Laws 2011, Chapter 27).		
Funds Expended	2,487,600	3,120,500
Year-End Fund Balance	1,161,400	1,092,200

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 Estimate
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	1,639,600	1,639,600
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	25,200	25,200
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	8,639,800	10,038,900
Year-End Fund Balance	1,386,500	867,300
Payroll Administration Fund (ADA9200/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Collects and pays out all monies associated with the statewide payroll functions. Fund 9200 incorporates several payroll funds (ADA9220, ADA9230, NAU9202, UAA9203, and ASU9221). Fund 9230 collects 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: Generally, revenues and expenditures are not used for normal payroll activities. The only balance that accumulates in this fund is for Unemployment Tax. For Fund 9230, monies are used for administrative costs related to garnishments and child support.		
Funds Expended	16,700	138,200
Year-End Fund Balance	4,114,800	3,985,300
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	13,865,000	14,564,800
Year-End Fund Balance	1,101,500	1,554,100

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 Estimate
Privatized Lease-To-Own Fund (ADA2495/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	12,208,900	12,288,900
Year-End Fund Balance	180,000	264,100
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	14,615,300	11,965,100
Year-End Fund Balance	2,852,500	2,384,400
Risk Management Revolving Fund (ADA4216/A.R.S. § 41-622)		Appropriated
Source of Revenue: Actuarial charges assessed to all state agencies, boards, and commissions insured under the state's risk management system, as well as recoveries by the state through litigation.		
Purpose of Fund: To pay claim costs, administrative program costs, and to purchase insurance for coverage for losses not covered under the self-insured limits. This fund excludes monies appropriated to DPS for Capitol Police salary adjustments in FY 2012. The Capitol Police were transferred to DPS from ADOA as required by the Consolidation BRB (Laws 2011, Chapter 27).		
Funds Expended	72,152,200	90,321,800
Year-End Fund Balance	68,187,200	45,505,000
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	3,897,400	5,108,300
Non-Appropriated Funds Expended	656,284,800	656,247,900
Year-End Fund Balance	228,998,400	271,958,800
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	2,700	32,900
Year-End Fund Balance*	17,200	(200)
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	794,800	737,800
Year-End Fund Balance	159,900	141,100

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 Estimate
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	393,200	627,800
Year-End Fund Balance	337,600	182,400
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	2,070,200	2,378,800
Year-End Fund Balance	222,000	196,800
State Web Portal Fund (ADA2531/A.R.S. § 41-3506)		Partially-Appropriated
Source of Revenue: Grants, donations, and web portal revenues, including any fees collected from the sale of certain types of motor vehicle records to commercial customers, less the contractor's price of maintaining and operating the web portal.		
Purpose of Fund: To maintain and upgrade the state's common web portal, including enhancement of existing products and the development of new applications. Monies received from private grants or donations, as well as federal grants, are non-appropriated. In FY 2012, this fund was transferred from GITA to ADOA as required by the Consolidation BRB (Laws 2011, Chapter 27).		
Appropriated Funds Expended	250,500	250,000
Non-Appropriated Funds Expended	0	0
Year-End Fund Balance*	888,300	(553,500)
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	47,600	112,200
Year-End Fund Balance	179,300	67,100
Statewide E-Rate Program Fund (ADA2584/A.R.S. § 41-3508)		Non-Appropriated
Source of Revenue: The fund has 3 revenue sources: 1) monies received pursuant to the E-Rate Program under the Telecommunications Act of 1996 or other grants to assist this state in improving broadband internet and telecommunications access for public schools and libraries in this state, 2) monies received as a result of an intergovernmental agreements between GITA and other political subdivisions of this state, and 3) monies received from private grants and donations if designated for the fund by the grantor or donor.		
Purpose of Fund: To assist public school districts, charter schools, and libraries in submitting applications for funding from the Universal Service Administrative Company (USAC). ADOA may enter into contracts with private organizations and intergovernmental agreements with other state agencies and political subdivisions of this state to administer the Statewide E-Rate Program. In FY 2012, this fund transferred from the GITA to the ADOA as required by the Consolidation BRB (Laws 2011, Chapter 27).		
Funds Expended	0	187,000
Year-End Fund Balance	0	0

SUMMARY OF FUNDS	FY 2011 Actual	FY 2012 Estimate
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	1,624,600	1,817,200
Year-End Fund Balance	682,600	743,400
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	0	0
Year-End Fund Balance	0	0

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