

# OFFICE OF ADMINISTRATION

## FINANCIAL SUMMARY

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	FY 2013 REQUEST	GOVERNOR RECOMMENDS FY 2013
Commissioner's Office	\$ 1,193,267	\$ 1,239,036	\$ 1,038,264	\$ 1,043,643
Division of Accounting	2,015,475	2,169,754	2,169,754	2,186,360
Division of Budget and Planning	2,280,847	2,146,624	1,638,267	1,650,160
Information Technology Services Division	105,031,955	162,187,561	164,219,411	162,292,042
Division of Personnel	2,141,616	2,271,679	2,472,451	2,493,037
Division of Purchasing and Materials Management	3,450,218	3,636,989	3,636,989	3,651,750
Division of Facilities Management, Design and Construction	0	225,000	25,000	25,000
Division of General Services	11,574,673	7,647,908	7,647,908	7,654,647
Assigned Programs	5,103,383	8,171,573	8,900,461	8,075,753
Debt and Related Obligations	87,345,192	50,025,833	67,281,021	46,927,910
Administrative Disbursements	42,400,486	6,695,006	6,845,005	6,845,005
<b>DEPARTMENTAL TOTAL</b>	<b>\$ 262,537,112</b>	<b>\$ 246,416,963</b>	<b>\$ 265,874,531</b>	<b>\$ 242,845,307</b>
General Revenue Fund	148,598,766	116,167,198	134,104,241	112,519,746
Federal Funds	54,124,995	74,104,464	75,702,626	74,232,623
Other Funds	59,813,351	56,145,301	56,067,664	56,092,938
<b>Total Full-time Equivalent Employees</b>	<b>2,016.78</b>	<b>2,253.57</b>	<b>2,264.57</b>	<b>2,171.57</b>
General Revenue Fund	706.09	729.04	740.04	649.04
Federal Funds	298.40	341.47	341.47	341.47
Other Funds	1,012.29	1,183.06	1,183.06	1,181.06

## DEPARTMENT SUMMARY

The Fiscal Year 2013 budget provides \$242.8 million for the Office of Administration. The Office of Administration provides services for all state agencies and serves as the state's administrative office. The core functions provided by the Office of Administration include:

- Administering budget and accounting activities for the state.
- Administering the human resources system.
- Coordinating data processing and telecommunications for state agencies.
- Providing and maintaining office and other space for governmental operations.
- Procuring supplies, equipment, and services for state agencies.
- Managing the state transportation fleet.

**OFFICE OF ADMINISTRATION  
COMMISSIONER'S OFFICE**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Commissioner's Office	\$ 870,460	\$ 872,508	\$ 714,867
Office of Equal Opportunity	298,440	335,913	298,190
Martin Luther King Jr Commission	24,367	30,615	30,586
<b>TOTAL</b>	<b>\$ 1,193,267</b>	<b>\$ 1,239,036</b>	<b>\$ 1,043,643</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,042,553	1,075,797	883,046
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	150,714	163,238	160,596
Other Funds	0	1	1
<b>TOTAL</b>			
General Revenue Fund	1,193,267	1,239,035	1,043,642
Other Funds	0	1	1
<b>Total Full-time Equivalent Employees</b>	<b>18.00</b>	<b>19.50</b>	<b>14.50</b>
General Revenue Fund	18.00	19.50	14.50

The Commissioner directs the provision of central services and support to all other agencies of state government. These services include accounting, budget and planning, information technology services, asset management, personnel, purchasing and materials management, and general services.

**Fiscal Year 2013 Governor's Recommendations**

- \$8,021 for pay plan.
- (\$200,772) and (five) staff reallocated to the Division of Personnel to consolidate human resource functions.
- (\$2,642) core reduction from the Fiscal Year 2012 appropriation level.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Accounting TOTAL	\$ 2,015,475	\$ 2,169,754	\$ 2,186,360
PERSONAL SERVICE	1,899,218	2,049,573	2,068,361
EXPENSE AND EQUIPMENT	116,257	120,181	117,999
TOTAL			
General Revenue Fund	2,015,475	2,169,754	2,186,360
Total Full-time Equivalent Employees	48.54	49.00	49.00
General Revenue Fund	48.54	49.00	49.00

The Division of Accounting maintains all financial records for state appropriations and funds, processes payments, controls production of warrants, and distributes checks. The division also issues warrants to the State Treasurer for expenditures; maintains computerized accounting, payroll, and check writing systems; and administers the Social Security Act for the state and political subdivisions. The division also provides financial data to executive and legislative officials.

**Fiscal Year 2013 Governor's Recommendations**

- \$18,788 for pay plan.
- (\$2,182) core reduction from the Fiscal Year 2012 appropriation level.

**OFFICE OF ADMINISTRATION  
DIVISION OF BUDGET AND PLANNING**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Budget and Planning	\$ 1,618,273	\$ 1,638,267	\$ 1,650,160
Census 2010 Preparations	207,624	508,357	0
American Recovery and Reinvestment Act (ARRA) Audit	454,950	0	0
<b>TOTAL</b>	<b>\$ 2,280,847</b>	<b>\$ 2,146,624</b>	<b>\$ 1,650,160</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,678,294	1,790,243	1,577,890
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	147,603	356,381	72,270
Federal Funds	454,950	0	0
<b>TOTAL</b>			
General Revenue Fund	1,825,897	2,146,624	1,650,160
Federal Funds	454,950	0	0
<b>Total Full-time Equivalent Employees</b>	<b>28.74</b>	<b>30.00</b>	<b>26.00</b>
General Revenue Fund	28.74	30.00	26.00

The Division of Budget and Planning analyzes state government programs and provides recommendations and information to the Governor, General Assembly, and state agencies regarding fiscal and other policies. The division prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analysis. To assist in state government management, the division controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The division prepares population estimates and projections required by state and local agencies and is Missouri's liaison to the United States Bureau of the Census.

**Fiscal Year 2013 Governor's Recommendations**

- \$14,331 for pay plan.
- (\$510,795) and (four) staff core reduction from the Fiscal Year 2012 appropriation level.

**OFFICE OF ADMINISTRATION  
INFORMATION TECHNOLOGY SERVICES DIVISION**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Information Technology Services Division TOTAL	\$ 105,031,955	\$ 162,187,561	\$ 162,292,042
<b>PERSONAL SERVICE</b>			
General Revenue Fund	22,570,869	23,388,841	22,456,312
Federal Funds	11,157,442	13,806,627	13,933,190
Other Funds	6,094,013	8,467,741	8,545,364
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	17,626,830	21,084,550	21,948,029
Federal Funds	33,499,635	56,634,740	56,635,407
Other Funds	12,972,119	38,541,926	38,480,604
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	987,862	9,386	9,386
Federal Funds	85,095	245,100	245,100
Other Funds	38,090	8,650	38,650
<b>TOTAL</b>			
General Revenue Fund	41,185,561	44,482,777	44,413,727
Federal Funds	44,742,172	70,686,467	70,813,697
Other Funds	19,104,222	47,018,317	47,064,618
<b>Total Full-time Equivalent Employees</b>	<b>1,009.65</b>	<b>1,116.10</b>	<b>1,039.10</b>
General Revenue Fund	467.50	478.39	403.39
Federal Funds	297.32	340.15	340.15
Other Funds	244.83	297.56	295.56

The Information Technology Services Division (ITSD) provides technical services to state agencies including maintenance and operation of a voice, video, and data network; software development; technology hardware acquisition and maintenance; internet access and web site development; and both mainframe and server based computer processing through the State Data Center.

**Fiscal Year 2013 Governor's Recommendations**

- \$408,167 for pay plan, including \$203,981 general revenue.
- \$667 Department of Agriculture Federal and Other Fund transferred from the Department of Agriculture for information technology equipment replacement.
- (\$252,024) and (five) staff transferred to the Department of Mental Health for information technology security functions specific to the Department of Mental Health.
- (\$52,329) and (70) staff core reduction from the Fiscal Year 2012 appropriation level, including (\$21,007) general revenue.
- (Two) staff Office of Administration Revolving Administrative Trust Fund reallocated to the Division of Personnel to consolidate training activities.

**OFFICE OF ADMINISTRATION  
DIVISION OF PERSONNEL**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Personnel TOTAL	\$ 2,141,616	\$ 2,271,679	\$ 2,493,037
PERSONAL SERVICE	2,066,938	2,199,846	2,422,625
EXPENSE AND EQUIPMENT	74,678	71,833	70,412
TOTAL			
General Revenue Fund	2,141,616	2,271,679	2,493,037
Total Full-time Equivalent Employees	53.64	55.97	62.97
General Revenue Fund	51.81	53.97	58.97
Other Funds	1.83	2.00	4.00

The Division of Personnel provides central services to all executive branch departments in compliance with the State Personnel Law and the principles of sound human resource management. Responsibilities include operations of the Missouri Merit System, position classification and compensation management, supervisory and management training, coordination of labor relations, and providing management expertise and other services to assist agencies.

The Personnel Advisory Board sets rules and regulations for the Merit System, approves classifications and pay plans, and advises the Governor and the Division of Personnel on human resource administration.

**Fiscal Year 2013 Governor's Recommendations**

- \$22,007 for pay plan.
- \$200,772 and five staff reallocated from the Commissioner's Office to consolidate human resource functions.
- Two staff Office of Administration Revolving Administrative Trust Fund reallocated from the Information Technology Services Division to consolidate training activities.
- (\$1,421) core reduction from the Fiscal Year 2012 appropriation level.

**OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Purchasing and Materials Management	\$ 1,597,065	\$ 1,683,474	\$ 1,696,872
Surplus Property	941,444	1,175,921	1,179,160
Fixed Price Vehicle Program	594,921	600,000	599,715
Surplus Property Recycling	79,762	87,594	86,103
Surplus Property Sale Proceed	237,026	90,000	89,900
<b>TOTAL</b>	<b>\$ 3,450,218</b>	<b>\$ 3,636,989</b>	<b>\$ 3,651,750</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,538,444	1,583,226	1,597,741
Other Funds	592,597	792,055	799,316
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	58,621	100,248	99,131
Other Funds	1,155,019	1,111,460	1,105,562
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
Other Funds	105,537	50,000	50,000
<b>TOTAL</b>			
General Revenue Fund	1,597,065	1,683,474	1,696,872
Other Funds	1,853,153	1,953,515	1,954,878
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	51.53	54.00	54.00
Other Funds	32.89	33.00	33.00
	18.64	21.00	21.00

The Division of Purchasing and Materials Management centralizes procurement for supplies, materials, and services in larger quantities and encourages competitive bidding and awards on all contracts. All of state government is served except the Missouri Department of Transportation, Judiciary, Lottery, General Assembly, and certain universities. It encourages the participation of suppliers, including small disadvantaged businesses, in the competitive bid process and ensures compliance with Chapter 34, RSMo. The division also coordinates recycling collection efforts of state agencies and administers the Recycling Products Preference Program. The materials management section recycles property among agencies and sells surplus state equipment through bids, sales, and auctions. Surplus property sales receipts are used to pay the expenses of surplus property sales with the remaining receipts distributed to the appropriate state funds from which the equipment was purchased. This section also administers the Federal Surplus Property Program that distributes donated new and used federal surplus property to eligible entities which include all state agencies, political subdivisions, not-for-profit health and education entities, and service agencies that meet the federal program guidelines.

**Fiscal Year 2013 Governor's Recommendations**

- \$21,776 for pay plan, including \$14,515 general revenue.
- (\$7,015) core reduction from the Fiscal Year 2012 appropriation level, including (\$1,117) general revenue.

**OFFICE OF ADMINISTRATION  
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
General Revenue to Capitol Commission Transfer	\$ 0	\$ 100,000	\$ 0
State Capitol Commission Fund	0	125,000	25,000
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 225,000</b>	<b>\$ 25,000</b>
<b>EXPENSE AND EQUIPMENT</b>			
State Capitol Commission Fund	0	25,000	25,000
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	0	100,000	0
State Capitol Commission Fund	0	100,000	0
<b>TOTAL</b>			
General Revenue Fund	0	100,000	0
State Capitol Commission Fund	0	125,000	25,000
<b>Total Full-time Equivalent Employees</b>	<b>658.68</b>	<b>758.50</b>	<b>756.50</b>
Other Funds	658.68	758.50	756.50

The Division of Facilities Management, Design and Construction (FMDC) provides professional asset management services to assist state entities in meeting their facility needs for the benefit of the public. These services include: Real Estate Services, Facility Management, Project Management, Construction Management, Contract Management, Facility Condition Assessment, Space Management, Space Standards, Statewide Master Plan, and Energy Management. The mission of the division is to provide a superior workplace environment for state occupants and their visitors, and protect the state's investments in property assets. While appropriation authority for the division will appear in the Office of Administration's appropriation bill, the funds for purposes of the Executive Budget appear in the Statewide Real Estate appropriation bill. FMDC's costs are \$26,607,827 for personal service for 756.50 FTE and \$65,905,545 for expense and equipment.

**Fiscal Year 2013 Governor's Recommendations**

- (\$200,000) and (two) staff core reduction from the Fiscal Year 2012 appropriation level, including (\$100,000) general revenue.

**OFFICE OF ADMINISTRATION  
DIVISION OF GENERAL SERVICES**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
General Services	\$ 881,807	\$ 915,473	\$ 922,212
State Legal Expense Fund	10,692,866	6,732,435	6,732,435
<b>TOTAL</b>	<b>\$ 11,574,673</b>	<b>\$ 7,647,908</b>	<b>\$ 7,654,647</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	796,893	838,490	846,177
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	84,914	76,983	76,035
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	10,393,410	6,000,000	6,000,000
Other Funds	299,456	732,435	732,435
<b>TOTAL</b>			
General Revenue Fund	11,275,217	6,915,473	6,922,212
Other Funds	299,456	732,435	732,435
<b>Total Full-time Equivalent Employees</b>	<b>89.61</b>	<b>106.00</b>	<b>106.00</b>
General Revenue Fund	19.30	21.00	21.00
Other Funds	70.31	85.00	85.00

The Division of General Services provides agencies with a variety of support services including: printing, fleet management, vehicle maintenance, mail services, administration of the Missouri State Employees Charitable Campaign, the State Legal Expense Fund, and the state employee Workers' Compensation Program. The Division of General Services also supplies staff to administer the Missouri Public Entity Risk Management Fund, a liability and property insurance pool for Missouri public entities.

**Fiscal Year 2013 Governor's Recommendations**

- \$7,687 for pay plan.
- (\$948) core reduction from the Fiscal Year 2012 appropriation level.

**OFFICE OF ADMINISTRATION  
ASSIGNED PROGRAMS**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Administrative Hearing Commission	\$ 928,102	\$ 995,637	\$ 1,002,136
Office of Child Advocate	132,105	315,125	216,175
Children's Trust Fund	2,713,302	3,716,339	3,714,137
Governor's Council on Disability	174,878	188,831	189,718
Missouri Ethics Commission	1,154,996	1,372,080	1,370,026
Alternatives to Abortion	0	1,583,561	1,583,561
<b>TOTAL</b>	<b>\$ 5,103,383</b>	<b>\$ 8,171,573</b>	<b>\$ 8,075,753</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,922,584	2,292,412	2,222,447
Federal Funds	58,215	71,114	102,261
Other Funds	202,783	211,199	213,136
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	406,566	592,809	568,227
Federal Funds	2,596	66,883	36,665
Other Funds	38,802	144,140	140,001
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	120	1,432,016	1,432,016
Other Funds	2,471,717	3,361,000	3,361,000
<b>TOTAL</b>			
General Revenue Fund	2,329,270	4,317,237	4,222,690
Federal Funds	60,811	137,997	138,926
Other Funds	2,713,302	3,716,339	3,714,137
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	58.23	64.50	63.50
Federal Funds	39.15	44.18	43.18
Other Funds	1.08	1.32	1.32
	18.00	19.00	19.00

**ADMINISTRATIVE HEARING COMMISSION**

The Administrative Hearing Commission conducts evidentiary hearings and makes findings of fact and conclusions of law relating to contested cases between private parties and state agencies. The Commission's jurisdiction includes appeals involving professional licensing matters, tax decisions by the Director of Revenue, MO HealthNet provider certifications and claims, and certain actions by the Highways and Transportation Commission relating to railroads and motor carriers.

**Fiscal Year 2013 Governor's Recommendations**

- \$8,335 for pay plan.
- (\$1,836) core reduction from the Fiscal Year 2012 appropriation level.

**OFFICE OF CHILD ADVOCATE**

The Office of Child Advocate operates as an independent agency within the Office of Administration. The ombudsman provides families and citizens with an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services, Children's Division.

There are three main duties of the advocate's office: (1) provide information as appropriate on the rights and responsibilities of individuals receiving children's services and on the procedures for providing these services; (2) investigate, upon his or her own initiative, or upon receipt of a complaint, an administrative action alleged to be contrary to law, rule, or policy; and (3) monitor the procedures established, implemented, and practiced by the Department of Social Services and recommend changes in the procedures for addressing the needs of families and children.

**Fiscal Year 2013 Governor's Recommendations**

- \$1,556 for pay plan, including \$627 general revenue.
- (\$100,506) and (one) staff core reduction from the Fiscal Year 2012 appropriation level.

## **OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS**

### **CHILDREN'S TRUST FUND**

The Children's Trust Fund facilitates and funds the development of community-based prevention programs to strengthen families, prevent child abuse and neglect, and provide public education about the problem of child abuse and its prevention. Activities of the Children's Trust Fund are divided into two broad areas: public education and program grant distribution. Each includes an array of programs to meet the goals of the board.

#### **Fiscal Year 2013 Governor's Recommendations**

- \$1,937 Children's Trust Fund for pay plan.
- (\$4,139) Children's Trust Fund core reduction from the Fiscal Year 2012 appropriation level.

### **GOVERNOR'S COUNCIL ON DISABILITY**

The Governor's Council on Disability promotes full participation of the nearly one million Missourians with disabilities in all aspects of community life by educating employers, employees, local and state governments, persons with disabilities, and other interested parties of their rights and responsibilities under the Americans with Disabilities Act, Missouri Human Rights Act, and other disability rights laws.

#### **Fiscal Year 2013 Governor's Recommendations**

- \$1,544 for pay plan.
- (\$657) core reduction from the Fiscal Year 2012 appropriation level.

### **MISSOURI PUBLIC ENTITY RISK MANAGEMENT PROGRAM**

The Missouri Public Entity Risk Management Program (MOPERM) provides a shared risk pool for local governmental agencies to have affordable insurance coverage. MOPERM provides entities with both liability and property coverage. The Office of Administration provides staff for this program, but is reimbursed for all expenses incurred on behalf of MOPERM.

#### **Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

### **MISSOURI ETHICS COMMISSION**

The Missouri Ethics Commission is charged with successfully fulfilling the duties and responsibilities described in Chapters 105 and 130, RSMo. These duties and responsibilities include, but are not limited to, the administration of the following: campaign finance disclosure, report review and audit, lobbyist registration, lobbyist report review and audit, personal financial disclosure statement, opinion writing in response to formal requests, investigation of conflict of interest allegations, audit and investigation of complaints, and investigation of alleged code of conduct violations.

#### **Fiscal Year 2013 Governor's Recommendations**

- \$9,683 for pay plan.
- (\$11,737) core reduction for one-time expenditures.

### **ALTERNATIVES TO ABORTION**

The Alternatives to Abortion Program was established in 2007 through Section 188.335 RSMo. It was moved from the Department of Health and Senior Services to the Office of Administration in 2011. The program is designed to assist low-income pregnant women in carrying their unborn child to term instead of having an abortion, and to assist them in caring for their child or placing their child for adoption. The program provides services and counseling during pregnancy and for one year following birth. The program is currently administered through the Commissioner's Office, which manages eight contracts with community-based, non-profit organizations to provide these services to eligible women and their children.

#### **Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Board of Public Buildings Debt Service	\$ 51,664,494	\$ 25,531,906	\$ 23,409,360
Lease/Purchase Debt Service	15,783,565	4,536,470	3,909,398
State Property Preservation Transfer	0	1	1
Missouri Health and Educational Facilities Authority	2,883,580	2,872,455	2,524,150
Debt Management	13,553	85,000	85,000
New Jobs Training Certificate	0	1	1
Convention and Sports Complexes	17,000,000	17,000,000	17,000,000
<b>TOTAL</b>	<b>\$ 87,345,192</b>	<b>\$ 50,025,833</b>	<b>\$ 46,927,910</b>
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	14,303	90,922	90,922
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	84,730,437	47,335,220	44,235,122
Other Funds	2,600,452	2,599,691	2,601,866
<b>TOTAL</b>			
General Revenue Fund	84,744,740	47,426,142	44,326,044
Other Funds	2,600,452	2,599,691	2,601,866
<b>Total Full-time Equivalent Employees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BOARD OF PUBLIC BUILDINGS DEBT SERVICE**

This appropriation is for payment of principal, interest, and reserve requirements on outstanding bonds.

**Fiscal Year 2013 Governor's Recommendations**

- (\$2,122,546) core reduction from the Fiscal Year 2012 appropriation level due to favorable refinancing opportunities.

**LEASE/PURCHASE DEBT SERVICE**

This appropriation is for the payment of principal and interest on outstanding financings.

**Fiscal Year 2013 Governor's Recommendations**

- \$2,175 State Facility and Maintenance Operation Fund for the payment of annual debt service related to Leasehold Revenue Bond Series 2005 and Series 2006.
- (\$629,247) core reduction from the Fiscal Year 2012 appropriation level due to normal debt fluctuation.

**STATE PROPERTY PRESERVATION TRANSFER**

This appropriation provides funding to the State Property Preservation Fund if needed to pay a covered claim.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

**MISSOURI HEALTH AND EDUCATIONAL FACILITIES AUTHORITY DEBT SERVICE**

The Missouri Health and Educational Facilities Authority (MOHEFA) has issued \$39,999,569 in Series A 1989 Missouri College Savings Bonds to fund building projects at the University of Missouri. In November 2001, \$35 million in bonds were issued for the University of Missouri-Columbia Arena Project. In November 2011, \$21 million of the 2001 series bonds were refinanced.

**Fiscal Year 2013 Governor's Recommendations**

- (\$348,305) core reduction from the Fiscal Year 2012 appropriation level due to favorable refinancing opportunities.

**DEBT MANAGEMENT**

This appropriation is for professional assistance with managing the state's \$1.3 billion outstanding debt so that the Office of Administration can monitor the debt and act quickly to take advantage of savings opportunities.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**NEW JOBS TRAINING CERTIFICATE**

Sections 178.892 to 178.896, RSMo, established the New Jobs Training Program. Businesses establishing new jobs in the state can enter into an agreement with a community college district to provide training for new employees. The training is funded from the proceeds of new jobs training certificates issued by community college districts. The debt service on the certificates is payable from the employees' Missouri income tax withholding credits. If the business would sharply decrease or eliminate its operations, funds may not be available to meet debt service costs.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**CONVENTION AND SPORTS COMPLEX PROJECTS**

Sections 67.641 and 67.653, RSMo, authorize annual appropriations of state matching funds for convention and sports complex capital projects in certain cities and counties. Ongoing projects include: Jackson County Sports Complex, \$3,000,000; Bartle Hall, \$2,000,000; and Edward Jones Dome, \$12,000,000.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**FINANCIAL SUMMARY**

	FY 2011 EXPENDITURE	FY 2012 APPROPRIATION	GOVERNOR RECOMMENDS FY 2013
Cash Management Improvement Act	\$ 23,221	\$ 300,000	\$ 300,000
Audit Recovery Distribution	0	1	0
Budget Reserve Interest	161,295	3,000,001	3,000,001
Budget Reserve Required Transfer	24,199,610	2	2
Other Fund Corrections	9,067,300	2	2
Flood Control Lands Grant	1,567,211	865,000	865,000
National Forest Reserve Grant	7,264,759	2,415,000	2,415,000
County Prosecution Reimbursements	10,750	15,000	15,000
Regional Planning Commissions	97,000	100,000	100,000
Elected Officials Transition	9,340	0	150,000
<b>TOTAL</b>	<b>\$ 42,400,486</b>	<b>\$ 6,695,006</b>	<b>\$ 6,845,005</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	6,999	0	56,000
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	25,562	300,001	394,000
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	258,097	3,115,002	3,115,002
Federal Funds	8,867,062	3,280,000	3,280,000
Other Funds	33,242,766	3	3
<b>TOTAL</b>			
General Revenue Fund	290,658	3,415,003	3,565,002
Federal Funds	8,867,062	3,280,000	3,280,000
Other Funds	33,242,766	3	3
<b>Total Full-time Equivalent Employees</b>	<b>0.16</b>	<b>0.00</b>	<b>0.00</b>

Acting as the central financial agency for the state, the Office of Administration makes numerous disbursements each year.

**CASH MANAGEMENT IMPROVEMENT ACT**

The federal Cash Management Improvement Act of 1990 and 1992 requires that the state pay interest on certain federal grant monies while deposited in the State Treasury. Interest is calculated and paid at the daily equivalent of the annualized 13-week average Treasury Bill Rate.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**AUDIT RECOVERY DISTRIBUTION**

This is a mechanism to allow the distribution of a percentage of monies recovered by the state to the audit firm that recovers the money.

**Fiscal Year 2013 Governor's Recommendations**

- (\$1) core reduction from the Fiscal Year 2012 appropriation level to eliminate the audit recovery distribution.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**BUDGET RESERVE INTEREST**

In the event that any state fund borrows money from the Budget Reserve Fund or other funds, that fund must repay the loan with interest.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**BUDGET RESERVE REQUIRED TRANSFER**

Article IV, Section 27(a), requires a transfer from either general revenue or the Budget Reserve Fund, depending on the balance left in the Budget Reserve Fund at the close of a fiscal year.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**OTHER FUND CORRECTIONS**

This transfer section allows corrections when money is erroneously deposited into the wrong fund.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**FLOOD CONTROL LANDS GRANT**

The Flood Control Lands Grant is a pass-through of funds that represents 75 percent of the monies from leases of the land owned by the United States under the Flood Control Act. Sections 12.080 and 12.090, RSMo, prescribe that the funds be used for the benefit of public schools and public roads of the county in which the government land is situated. These funds may also be used for any expenses of the county government, including public obligations of levee and drainage districts for flood control and drainage improvements.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**NATIONAL FOREST RESERVE GRANT**

The National Forest Reserve Grant is a pass-through of funds received from the federal government. Sections 12.070 and 12.090, RSMo, provide for 25 percent of all the money received by the National Forest Reserve by the state to be expended for the benefit of public schools and public roads of the county in which the forest reserve is located. Of the total received, 75 percent will be spent for public schools and 25 percent for public roads.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**COUNTY PROSECUTION REIMBURSEMENTS**

The state may provide reimbursement to counties for expenses incurred in the prosecution of crimes within correctional institutions and expenses of trials of capital cases in limited circumstances.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**REGIONAL PLANNING COMMISSIONS**

State financial aid enables local governments, through regional planning commissions, to initiate programs and services identified as important by member governments. State funds are matched by local funds.

**Fiscal Year 2013 Governor's Recommendations**

Continue funding at the current level.

**ELECTED OFFICIALS TRANSITION**

The state provides operating costs for the transition into office of newly elected officials, including the Governor, Lieutenant Governor, Secretary of State, Treasurer, and Attorney General.

**Fiscal Year 2013 Governor's Recommendations**

- \$150,000 for transition expenses for newly elected officials.