

# OFFICE OF ADMINISTRATION

## FINANCIAL SUMMARY

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	FY 2014 REQUEST	GOVERNOR RECOMMENDS FY 2014
Commissioner's Office	\$ 1,213,823	\$ 3,010,545	\$ 3,005,997	\$ 4,013,722
Division of Accounting	1,954,253	2,196,893	2,182,201	2,201,123
Division of Budget and Planning	1,706,294	1,654,421	1,655,254	1,669,765
Information Technology Services Division	113,825,572	162,249,440	167,324,952	173,324,577
Division of Personnel	2,139,128	2,453,211	2,798,333	2,823,196
Division of Purchasing and Materials Management	5,010,235	4,866,223	4,899,996	4,922,631
Division of Facilities Management, Design and Construction	0	150,000	25,000	25,000
Division of General Services	17,432,949	7,660,881	7,669,067	7,676,887
Assigned Programs	7,078,061	16,575,455	8,360,096	8,269,469
Debt and Related Obligations	50,365,867	46,927,910	68,844,748	68,844,748
Administrative Disbursements	25,672,760	13,865,004	14,315,002	14,215,002
<b>DEPARTMENTAL TOTAL</b>	<b>\$ 226,398,942</b>	<b>\$ 261,609,983 *</b>	<b>\$ 281,080,646</b>	<b>\$ 287,986,120</b>
General Revenue Fund	120,588,991	112,500,194	134,190,723	140,437,286
Federal Funds	66,700,197	81,423,009	94,443,700	107,024,190
Other Funds	39,109,754	67,686,780	52,446,223	40,524,644
<b>Total Full-time Equivalent Employees</b>	<b>2,054.62</b>	<b>2,176.07</b>	<b>2,181.57</b>	<b>2,178.57</b>
General Revenue Fund	699.24	653.54	657.54	657.33
Federal Funds	285.81	341.47	329.25	334.88
Other Funds	1,069.57	1,181.06	1,194.78	1,186.36

\* Does not include \$59,216 recommended in the Fiscal Year 2013 Supplemental Appropriations. See the Supplemental section of the Missouri Budget for details regarding the Office of Administration supplemental appropriations.

## DEPARTMENT SUMMARY

The Fiscal Year 2014 budget provides \$288 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 information technology 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, printing, and mail services.

**OFFICE OF ADMINISTRATION  
COMMISSIONER'S OFFICE**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Commissioner's Office	\$ 864,130	\$ 712,093	\$ 713,168
Office of Equal Opportunity	324,051	2,298,452	3,300,554
Martin Luther King Jr. State Celebration Commission*	25,642	0	0
<b>TOTAL</b>	<b>\$ 1,213,823</b>	<b>\$ 3,010,545</b>	<b>\$ 4,013,722</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,063,583	842,598	850,575
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	150,240	167,947	1,163,147
Other Funds	0	2,000,000	2,000,000
<b>TOTAL</b>			
General Revenue Fund	1,213,823	1,010,545	2,013,722
Other Funds	0	2,000,000	2,000,000
<b>Total Full-time Equivalent Employees</b>	<b>17.40</b>	<b>14.50</b>	<b>14.50</b>
General Revenue Fund	17.40	14.50	14.50

\* The General Assembly transferred this program to the Human Rights Commission within the Department of Labor and Industrial Relations.

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 2014 Governor's Recommendations**

- \$1,000,000 for a disparity study.
- \$7,725 for pay plan.
- \$252 for the final pay period of the Fiscal Year 2013 approved pay plan.
- (\$4,800) reallocated to the Division of Personnel.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Accounting TOTAL	\$ 1,954,253	\$ 2,196,893	\$ 2,201,123
PERSONAL SERVICE	1,844,461	2,078,894	2,083,124
EXPENSE AND EQUIPMENT	109,792	117,999	117,999
TOTAL			
General Revenue Fund	1,954,253	2,196,893	2,201,123
Total Full-time Equivalent Employees	46.61	49.00	49.00
General Revenue Fund	46.61	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 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 submits financial data to executive and legislative officials and provides oversight of state debt.

**Fiscal Year 2014 Governor's Recommendations**

- \$18,922 for pay plan.
- \$1,308 for the final pay period of the Fiscal Year 2013 approved pay plan.
- (\$16,000) reallocated to the Division of Purchasing.

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

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Budget and Planning	\$ 1,549,611	\$ 1,654,421	\$ 1,669,765
Census 2010 Preparations	156,683	0	0
<b>TOTAL</b>	<b>\$ 1,706,294</b>	<b>\$ 1,654,421</b>	<b>\$ 1,669,765</b>
PERSONAL SERVICE	1,605,195	1,582,151	1,597,495
EXPENSE AND EQUIPMENT	101,099	72,270	72,270
<b>TOTAL</b>			
General Revenue Fund	1,706,294	1,654,421	1,669,765
<b>Total Full-time Equivalent Employees</b>	<b>27.59</b>	<b>26.00</b>	<b>26.00</b>
General Revenue Fund	27.59	26.00	26.00

The Division of Budget and Planning analyzes budget policy issues and provides fiscal information to the Governor's Office, the General Assembly, Missouri's congressional delegation, and state, local, and federal agencies. The staff reviews state agency fiscal operations, prepares annual budget instructions, analyzes budget requests, and prepares the annual Executive Budget and appropriation bills. The division manages the automated state budget system. Division staff analyze the state economy and tax issues, estimate revenue collections, track agency performance measures, and draft fiscal notes. The division coordinates legislative reviews for the executive branch. The division reviews federal issues and their impact on Missouri. The division also is the designated state demographic agency and has statutory duties for technical aid to the decennial reapportionment of election districts.

**Fiscal Year 2014 Governor's Recommendations**

- \$14,511 for pay plan.
- \$833 for the final pay period of the Fiscal Year 2013 approved pay plan.

**OFFICE OF ADMINISTRATION  
INFORMATION TECHNOLOGY SERVICES DIVISION**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
ITSD Consolidation	\$ 113,825,572	\$ 162,249,440	\$ 166,463,933
Rural Broadband Technology	0	0	2,661,362
Electronic Healthcare Information Technology	0	0	4,199,282
<b>TOTAL</b>	<b>\$ 113,825,572</b>	<b>\$ 162,249,440</b>	<b>\$ 173,324,577</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	22,431,088	22,731,148	22,752,275
Federal Funds	10,544,635	14,053,934	16,194,105
Other Funds	5,405,517	8,621,682	6,963,413
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	19,182,029	21,433,529	26,427,529
Federal Funds	43,679,920	56,635,407	80,095,458
Other Funds	11,623,818	38,480,604	20,598,661
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	864,587	9,386	9,386
Federal Funds	93,978	245,100	245,100
Other Funds	0	38,650	38,650
<b>TOTAL</b>			
General Revenue Fund	42,477,704	44,174,063	49,189,190
Federal Funds	54,318,533	70,934,441	96,534,663
Other Funds	17,029,335	47,140,936	27,600,724
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	977.72	1,043.10	1,037.10
Federal Funds	462.95	407.39	402.39
Other Funds	284.25	340.15	333.56
	230.52	295.56	301.15

The Information Technology Services Division (ITSD) combines information technology (IT) resources from 14 departments under the Office of Administration. Through the consolidation of IT resources, ITSD supports the missions and specific business objectives of the agencies while utilizing the increased buying power to receive better pricing on equipment purchases and software. ITSD continues to manage and implement new IT initiatives, including network consolidation, email and server consolidation, and enterprise content management to create efficiencies within state government.

**Fiscal Year 2014 Governor's Recommendations**

- \$5,000,000 to support information technology security and infrastructure improvements for the state.
- \$4,199,282 Federal Stimulus-Office of Administration Fund to continue funding for a health information network.
- \$2,246,999 Federal Stimulus-Office of Administration Fund and two staff to continue funding the Mo Broadband Now initiative.
- \$414,363 Federal Stimulus-Office of Administration Fund to continue funding to collaborate with community colleges for expanded broadband services.
- \$413,560 for pay plan, including \$206,672 general revenue.
- \$30,577 for the final pay period of the Fiscal Year 2013 approved pay plan, including \$13,135 general revenue.
- \$5,007,125 federal and other funds reallocated within the Information Technology Services Division.
- \$667 Agriculture Protection Fund transferred from the Department of Agriculture.
- (\$6,032,756) Inmate Incarceration Reimbursement Act Revolving Fund core reduction from the Fiscal Year 2013 appropriation level.
- (\$188,680) and (eight) staff reallocated to the Division of Personnel for human resource consolidation.
- (\$16,000) reallocated to the Division of Purchasing.

**OFFICE OF ADMINISTRATION  
DIVISION OF PERSONNEL**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Personnel TOTAL	\$ 2,139,128	\$ 2,453,211	\$ 2,823,196
PERSONAL SERVICE	2,051,048	2,382,799	2,737,184
EXPENSE AND EQUIPMENT	88,080	70,412	86,012
TOTAL			
General Revenue Fund	2,139,128	2,453,211	2,823,196
Total Full-time Equivalent Employees	51.92	60.97	72.97
General Revenue Fund	50.92	56.97	65.97
Other Funds	1.00	4.00	7.00

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 2014 Governor's Recommendations**

- \$24,863 for pay plan.
- \$1,750 for the final pay period of the Fiscal Year 2013 approved pay plan.
- \$193,480 and 12 staff reallocated from the Commissioner's Office; Division of Facilities Management, Design and Construction; and Information Technology Services Division for human resource consolidation.
- \$149,892 transferred from the Department of Corrections for human resource consolidation.

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

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Purchasing and Materials Management	\$ 1,585,176	\$ 1,707,377	\$ 1,755,719
Surplus Property	1,050,768	1,260,371	1,267,969
Fixed Price Vehicle Program	1,992,266	1,500,000	1,500,000
Surplus Property Recycling	97,474	98,475	98,943
Surplus Property Sale Proceed	284,551	300,000	300,000
<b>TOTAL</b>	<b>\$ 5,010,235</b>	<b>\$ 4,866,223</b>	<b>\$ 4,922,631</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	1,530,432	1,608,246	1,676,588
Other Funds	603,490	807,236	815,302
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	54,744	99,131	79,131
Other Funds	2,665,405	2,091,510	2,091,510
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
Other Funds	156,164	260,100	260,100
<b>TOTAL</b>			
General Revenue Fund	1,585,176	1,707,377	1,755,719
Other Funds	3,425,059	3,158,846	3,166,912
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	51.77	54.00	54.00
Other Funds	32.70	33.00	33.00
Other Funds	19.07	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, excluding those of 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 2014 Governor's Recommendations**

- \$22,635 for pay plan, including \$15,230 general revenue.
- \$1,773 for the final pay period of the Fiscal Year 2013 approved pay plan, including \$1,112 general revenue.
- \$32,000 reallocated from the Division of Accounting and Information Technology Services Division.

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

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
State Capitol Commission Fund			
TOTAL	\$ 0	\$ 150,000	\$ 25,000
EXPENSE AND EQUIPMENT			
General Revenue Fund	0	125,000	0
State Capitol Commission Fund	0	25,000	25,000
TOTAL			
General Revenue Fund	0	125,000	0
State Capitol Commission Fund	0	25,000	25,000
Total Full-time Equivalent Employees	729.85	756.50	752.50
Other Funds	729.85	756.50	752.50

The Division of Facilities Management, Design and Construction (FMDC) provides professional asset management services to assist state entities in meeting their facility needs. Their units include: Real Estate Services, State-Owned Operations, Institutional Operations, Project Management/Planning, and Energy. The mission of the division is to provide a superior workplace environment for state occupants and their visitors, while protecting the state's assets. The goal of FMDC is to provide agencies with the information and resources that will support their development of high-performance workplaces that meet agencies' business needs and can be readily adapted to changing work place practices and strategies. 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 \$26,967,306 for personal service for 752.5 staff and \$65,900,745 for expense and equipment.

**Fiscal Year 2014 Governor's Recommendations**

- (\$125,000) reduction of one-time expenditures for the State Capitol Commission.
- (Four) staff State Facility Maintenance and Operation Fund reallocated to the Division of Personnel for human resource consolidation.

**OFFICE OF ADMINISTRATION  
DIVISION OF GENERAL SERVICES**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
General Services	\$ 854,963	\$ 928,446	\$ 936,887
State Legal Expense Fund	16,577,986	6,732,435	6,740,000
<b>TOTAL</b>	<b>\$ 17,432,949</b>	<b>\$ 7,660,881</b>	<b>\$ 7,676,887</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	783,862	852,411	860,852
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	71,101	76,035	76,035
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	16,187,885	6,000,000	6,000,000
Other Funds	390,101	732,435	740,000
<b>TOTAL</b>			
General Revenue Fund	17,042,848	6,928,446	6,936,887
Other Funds	390,101	732,435	740,000
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	90.77	106.00	106.00
Other Funds	19.32	21.00	21.00
	71.45	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 also supplies staff to administer the Missouri Public Entity Risk Management Fund, a liability and property insurance pool for Missouri public entities.

**Fiscal Year 2014 Governor's Recommendations**

- \$7,820 for pay plan.
- \$621 for the final pay period of the Fiscal Year 2013 approved pay plan.
- \$7,565 other funds reallocated within General Services.

**OFFICE OF ADMINISTRATION  
ASSIGNED PROGRAMS**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Administrative Hearing Commission	\$ 984,092	\$ 1,033,375	\$ 1,174,353
Office of Child Advocate	189,480	316,028	217,658
Children's Trust Fund	3,072,772	3,714,846	3,716,922
Governor's Council on Disability	172,970	191,402	193,118
Missouri Ethics Commission	1,213,684	1,373,395	1,383,857
Alternatives to Abortion	1,445,063	1,633,561	1,583,561
Early Childhood Development Program	0	8,312,848	0
<b>TOTAL</b>	<b>\$ 7,078,061</b>	<b>\$ 16,575,455</b>	<b>\$ 8,269,469</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	2,100,143	2,353,950	2,291,961
Federal Funds	86,046	101,903	102,862
Other Funds	207,571	213,845	291,050
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	350,252	623,227	462,861
Federal Funds	31,609	36,665	36,665
Other Funds	57,666	140,001	196,716
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	1,437,239	1,382,016	1,476,354
Federal Funds	0	50,000	50,000
Other Funds	2,807,535	11,673,848	3,361,000
<b>TOTAL</b>			
General Revenue Fund	3,887,634	4,359,193	4,231,176
Federal Funds	117,655	188,568	189,527
Other Funds	3,072,772	12,027,694	3,848,766
<b>Total Full-time Equivalent Employees</b>			
General Revenue Fund	60.73	66.00	66.50
Federal Funds	41.75	45.68	45.47
Federal Funds	1.56	1.32	1.32
Other Funds	17.42	19.00	19.71

**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, certain actions by the Highways and Transportation Commission relating to railroads and motor carriers, and due process hearings under the Individuals with Disabilities Education Act.

**Fiscal Year 2014 Governor's Recommendations**

- \$131,179 Administrative Hearing Commission Educational Due Process Hearing Fund and .5 staff for special education due process hearings.
- \$9,381 for pay plan, including \$8,716 general revenue.
- \$418 for the final pay period of the Fiscal Year 2013 approved pay plan.

## **OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS**

### **OFFICE OF CHILD ADVOCATE**

The Office of Child Advocate provides families and citizens an avenue to obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services, Children's Division.

The main duties of the Office of Child Advocate are: (1) review child welfare cases; (2) review unsubstantiated hotline investigations; (3) mediate between parents and schools regarding abuse allegations that occur in a school setting; (4) review child fatalities when there is a history of child abuse and neglect concerns or involvement with Children's Division; and (5) provide information and referrals for families needing resources.

#### **Fiscal Year 2014 Governor's Recommendations**

- \$1,569 for pay plan, including \$635 general revenue.
- \$61 for the final pay period of the Fiscal Year 2013 approved pay plan, including \$36 general revenue.
- (\$100,000) core reduction from the Fiscal Year 2013 appropriation level.

### **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 2014 Governor's Recommendations**

- \$1,961 Children's Trust Fund for pay plan.
- \$115 Children's Trust Fund for the final pay period of the Fiscal Year 2013 approved pay plan.

### **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 2014 Governor's Recommendations**

- \$1,575 for pay plan.
- \$141 for the final pay period of the Fiscal Year 2013 approved pay plan.

### **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 2014 Governor's Recommendations**

Continue funding at the current level.

## **OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS**

### **MISSOURI ETHICS COMMISSION**

The Missouri Ethics Commission is charged with the duties and responsibilities described in Chapters 105 and 130, RSMo. These 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 2014 Governor's Recommendations**

- \$9,894 for pay plan.
- \$568 for the final pay period of the Fiscal Year 2013 approved pay plan.

### **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 2014 Governor's Recommendations**

- (\$50,000) core reduction from the Fiscal Year 2013 appropriation level.

### **EARLY CHILDHOOD DEVELOPMENT**

The Early Childhood Development, Education and Care Program was established pursuant to Section 313.835, RSMo. It was created to give parents meaningful choices and assistance in choosing the child care and education arrangements that are appropriate for their family. These programs prepare children prior to the age in which they are eligible to enroll in kindergarten.

#### **Fiscal Year 2014 Governor's Recommendations**

- (\$8,312,848) Early Childhood Development, Education and Care Fund transferred to the Department of Elementary and Secondary Education.

**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Board of Public Buildings Debt Service	\$ 27,028,053	\$ 23,409,360	\$ 33,655,811
Lease/Purchase Debt Service	3,667,495	3,909,398	15,577,335
State Property Preservation Transfer	0	1	1
Missouri Health and Educational Facilities Authority	2,660,535	2,524,150	2,526,600
Debt Management	9,784	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>\$ 50,365,867</b>	<b>\$ 46,927,910</b>	<b>\$ 68,844,748</b>
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	9,784	90,922	90,922
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	47,756,405	44,235,122	66,160,585
Other Funds	2,599,678	2,601,866	2,593,241
<b>TOTAL</b>			
General Revenue Fund	47,766,189	44,326,044	66,251,507
Other Funds	2,599,678	2,601,866	2,593,241
<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 fees related to outstanding bonds.

**Fiscal Year 2014 Governor's Recommendations**

- \$10,246,451 for debt service payment increase.

**LEASE/PURCHASE DEBT SERVICE**

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

**Fiscal Year 2014 Governor's Recommendations**

- \$11,676,562 for the payment of annual debt service related to Series A 2005 Refunding Certificate of Participation.
- (\$8,625) State Facility and Maintenance Operation Fund core reduction from the Fiscal Year 2013 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 2014 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
DEBT AND RELATED OBLIGATIONS**

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

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 2014 Governor's Recommendations**

- \$2,450 for debt service payment due to normal fluctuations.

**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 2014 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 2014 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 2014 Governor's Recommendations**

Continue funding at the current level.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**FINANCIAL SUMMARY**

	FY 2012 EXPENDITURE	FY 2013 APPROPRIATION	GOVERNOR RECOMMENDS FY 2014
Cash Management Improvement Act	\$ 21,791	\$ 300,000	\$ 300,000
Budget Reserve Interest	629,789	3,000,001	3,500,000
Budget Reserve Required Transfer	12,315,428	2	2
Other Fund Corrections	3,967,936	50,001	100,000
Flood Control Lands Grant	1,375,278	1,800,000	1,800,000
National Forest Reserve Grant	7,185,969	8,500,000	8,500,000
County Prosecution Reimbursements	79,569	15,000	15,000
Regional Planning Commissions	97,000	100,000	0
Elected Officials Transition	0	100,000	0
<b>TOTAL</b>	<b>\$ 25,672,760</b>	<b>\$ 13,865,004</b>	<b>\$ 14,215,002</b>
<b>PERSONAL SERVICE</b>			
General Revenue Fund	0	37,960	0
<b>EXPENSE AND EQUIPMENT</b>			
General Revenue Fund	21,791	362,040	300,000
<b>PROGRAM SPECIFIC DISTRIBUTION</b>			
General Revenue Fund	794,151	3,165,001	3,065,001
Federal Funds	12,264,009	10,300,000	10,300,000
Other Funds	12,592,809	3	550,001
<b>TOTAL</b>			
General Revenue Fund	815,942	3,565,001	3,365,001
Federal Funds	12,264,009	10,300,000	10,300,000
Other Funds	12,592,809	3	550,001
<b>Total Full-time Equivalent Employees</b>	<b>0.00</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 2014 Governor's Recommendations**

Continue funding at the current level.

**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 2014 Governor's Recommendations**

- \$499,999 other funds increase to anticipated spending levels.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**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 2014 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 2014 Governor's Recommendations**

- \$49,999 other funds increase to anticipated spending levels.

**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 2014 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 2014 Governor's Recommendations**

Continue funding at the current level.

**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 2014 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 2014 Governor's Recommendations**

- (\$100,000) transferred to the Department of Economic Development.

**OFFICE OF ADMINISTRATION  
ADMINISTRATIVE DISBURSEMENTS**

**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 2014 Governor's Recommendations**

- (\$100,000) reduction of one-time expenditures.