Dept of Administrative Services Budgets

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Administrative Services, Department of

Mission Statement

To deliver efficient and effective services to enable and support the mission and operations of our stakeholder agencies.

Description

The Department of Administrative Services (DAS) is the primary corporate administrative services provider for Iowa state government. Through its four enterprises (Human Resources, General Services, State Accounting, Purchasing), DAS is the first state government agency in the country to successfully implement entrepreneurial management as a business model. This model requires each enterprise to operate as a business within state government. These enterprises continually focus on customer satisfaction, streamlining operations, saving money, and resource use flexibility.

Performance Measures

Measure	FY 2015 Actuals Achieved	FY 2016 Current Year Budget Estimate Target	FY 2017 Total Department Request Target	FY 2017 Total Governor's Recommended Target
Percent of Time I/3 Finance Services Available	100	97	97	97
Percent of Paychecks Written Correctly	99.93	99.85	99.85	99.85
Percent of Employee Grievances Resolved Before Arbitration	98.04	75	75	75
Number of Recurring Audit Comments	0	0	0	0
Percent of Time I/3 Data Warehouse Services Available	100	97	97	97

Financial Summary

	FY 2015	FY 2016 Current Year	FY 2017 Total Department	FY 2017 Total Governor's
Object Category	Actuals	Budget Estimate	Request	Recommended
Resources				
State Appropriations	7,667,422	7,839,705	8,499,744	8,200,014
Taxes	609,923	349,744	349,744	349,744
Receipts from Other Entities	105,749,813	96,137,436	98,808,877	98,808,877
Interest, Dividends, Bonds & Loans	356,531	1,147,109	1,147,152	1,147,152
Fees, Licenses & Permits	9,647	13,025	13,025	13,025
Refunds & Reimbursements	442,680,769	209,347,358	209,364,119	209,364,119
Sales, Rents & Services	1,841,590	1,118,000	1,118,000	1,118,000
Miscellaneous	90,418,436	62,526,600	62,517,000	62,517,000
Centralized Payroll	883,201,530	564,950,000	564,950,000	564,950,000
Beginning Balance and Adjustments	117,662,140	124,895,727	114,193,236	126,634,817
Total Resources	1,650,197,802	1,068,324,704	1,060,960,897	1,073,102,748
Expenditures				
Personal Services	21,743,814	21,846,631	22,790,416	22,790,416
Travel & Subsistence	9,307,589	11,627,326	11,628,825	11,628,825
Supplies & Materials	9,531,496	10,270,824	10,738,517	10,738,517
Contractual Services and Transfers	24,999,226	31,927,154	31,869,295	31,859,715
Equipment & Repairs	12,349,134	3,497,031	3,288,712	3,288,712
Claims & Miscellaneous	1,447,117,058	862,479,361	862,479,361	862,179,361
Licenses, Permits, Refunds & Other	171,079	41,560	41,560	41,560
Reversions	82,683	0	0	0
Balance Carry Forward	124,895,725	126,634,817	118,124,211	130,575,642
Total Expenditures	1,650,197,802	1,068,324,704	1,060,960,897	1,073,102,748
Full Time Equivalents	227	237	238	238

Appropriations from General Fund

Appropriations	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Administrative Services, Dept.	4,067,924	4,067,924	4,067,924	4,067,924
Utilities	2,568,909	2,568,909	3,228,948	3,229,218
Terrace Hill Operations	405,914	405,914	405,914	405,914
Total Administrative Services	7,042,747	7,042,747	7,702,786	7,703,056
Federal Cash Management Standing	0	356,587	356,587	56,587
Unemployment Compensation-State Standing	524,675	440,371	440,371	440,371
Volunteer Emergency Services Provider Death Benefit	100,000	0	0	0
Total State Accounting Trust Accounts	624,675	796,958	796,958	496,958

Appropriations Detail

including the human, financial, physical, and information resources of state government.

Administrative Services, Dept.

General Fund

Appropriation Description

This appropriation is responsible for managing and coordinating the major resources of state government

Administrative Services, Dept. Financial Summary

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Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Balance Brought Forward (Approps)	109,238	75,706	0	75,706
Appropriation	4,067,924	4,067,924	4,067,924	4,067,924
Reimbursement from Other Agencies	2,368,360	1,658,720	1,641,920	1,641,920
Gov Fund Type Transfers - Other Agencies	50,655	0	0	0
Refunds & Reimbursements	4,983	1,300	1,300	1,300
Other	920,304	800,000	800,000	800,000
Total Resources	7,521,463	6,603,650	6,511,144	6,586,850
Expenditures				
Personal Services-Salaries	5,477,084	5,171,801	5,241,974	5,241,974
Personal Travel In State	2,848	9,630	9,630	9,630
State Vehicle Operation	33,117	16,400	16,400	16,400
Depreciation	686	3,369	4,868	4,868
Personal Travel Out of State	1,483	10,000	10,000	10,000
Office Supplies	29,349	27,006	27,006	27,006
Facility Maintenance Supplies	101,233	52,072	52,072	52,072
Equipment Maintenance Supplies	27,003	22,000	22,000	22,000
Professional & Scientific Supplies	0	500	500	500
Highway Maintenance Supplies	1,767	0	0	0
Ag., Conservation & Horticulture Supply	6,285	10,000	10,000	10,000

Administrative Services, Dept. Financial Summary (Continued)

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Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Other Supplies	159	500	100	100
Printing & Binding	13,487	9,300	9,300	9,300
Uniforms & Related Items	1,554	5,000	5,000	5,000
Postage	48,054	38,550	38,550	38,550
Communications	46,144	57,970	57,970	57,970
Rentals	4,855	6,000	6,000	6,000
Professional & Scientific Services	53,462	55,712	59,305	59,30
Outside Services	457,728	324,116	134,998	134,998
Intra-State Transfers	400	0	0	
Outside Repairs/Service	123,885	77,144	67,144	67,14
Attorney General Reimbursements	0	0	0	
Reimbursement to Other Agencies	84,124	125,655	126,755	126,75
ITS Reimbursements	329,769	187,881	295,881	295,88
Intra-Agency Transfer	211,610	228,789	232,141	232,14
Gov Fund Type Transfers - Attorney General Services	22,650	3,177	3,178	3,17
Gov Fund Type Transfers - Auditor of State Services	53,580	50,115	50,115	50,11
Gov Fund Type Transfers - Other Agencies Services	102,432	0	0	
Equipment	92,329	10,410	5,410	5,41
Office Equipment	764	4,000	4,000	4,00
Equipment - Non-Inventory	11,304	5,150	5,150	5,15
IT Equipment	30,626	11,497	11,497	11,49
Other Expense & Obligations	280	4,200	4,200	4,20
Balance Carry Forward (Approps)	75,706	75,706	0	75,70
Reversions	75,706	0	0	
al Expenditures	7,521,463	6,603,650	6,511,144	6,586,85

Utilities

General Fund

cost for the state buildings and grounds located at the seat of government.

Appropriation Description

This appropriation is responsible for providing lighting, fuel and water services at the lowest possible

Utilities Financial Summary

		FY 2016	FY 2017	FY 2017
	FY 2015	Current Year	Total Department	Total Governor's
Object Class	Actuals	Budget Estimate	Request	Recommended
Resources				
Balance Brought Forward (Approps)	249,858	3,792	0	3,792
Appropriation	2,568,909	2,568,909	3,228,948	3,229,218
Reimbursement from Other Agencies	168,901	115,000	80,000	80,000
Gov Fund Type Transfers - Other Agencies	63,680	0	0	0
Refunds & Reimbursements	219,182	220,800	220,800	220,800
Total Resources	3,270,530	2,908,501	3,529,748	3,533,810
Expenditures				
Personal Services-Salaries	116,109	120,707	114,262	114,262
Personal Travel Out of State	1,216	0	0	0
Office Supplies	0	25	25	25
Postage	49	75	75	75
Communications	8,992	9,000	9,000	9,000
Utilities	2,952,840	2,592,853	3,221,894	3,222,164
Outside Repairs/Service	70,353	20,000	20,000	20,000
Reimbursement to Other Agencies	3,705	11,401	11,401	11,401
ITS Reimbursements	2,064	2,150	2,150	2,150
Intra-Agency Transfer	98,380	134,985	137,428	137,428
Gov Fund Type Transfers - Attorney General Services	3,579	3,585	3,585	3,585
Gov Fund Type Transfers - Auditor of State Services	8,000	8,375	8,375	8,375
Gov Fund Type Transfers - Other Agencies Services	(103)	0	0	0
Fees	1,553	1,553	1,553	1,553
Balance Carry Forward (Approps)	3,792	3,792	0	3,792
Total Expenditures	3,270,530	2,908,501	3,529,748	3,533,810

Terrace Hill Operations

General Fund

the facility to be open to the public and livable as the Governor's residence.

Appropriation Description

This appropriation is responsible for the maintenance, repair, staffing and support of Terrace Hill to allow

Terrace Hill Operations Financial Summary

t Year To stimate 6,977 405,914	tal Department Request 0	Total Governor's Recommended
6,977		
,	0	6.077
,	0	6 077
405,914		0,977
	405,914	405,914
0	0	0
13,000	13,000	13,000
0	0	0
25,000	25,000	25,000
4,000	4,000	4,000
454,891	447,914	454,891
282,343	288,827	288,827
500	500	500
8,000	8,000	8,000
4,500	4,500	4,500
2,000	2,000	2,000
2,790	2,790	2,790
24,805	24,805	24,805
3,856	3,856	3,856
	0 13,000 0 25,000 4,000 454,891 282,343 500 8,000 4,500 2,000 2,790 24,805	0 0 13,000 13,000 0 0 25,000 25,000 4,000 4,000 454,891 447,914 282,343 288,827 500 500 8,000 8,000 4,500 2,000 2,000 2,000 2,790 2,790 24,805 24,805

Terrace Hill Operations Financial Summary (Continued)

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Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Professional & Scientific Supplies	30	30	30	30
Housing & Subsistence Supplies	16	0	0	0
Ag.,Conservation & Horticulture Supply	4,890	4,500	4,500	-
	· · · · · · · · · · · · · · · · · · ·	,	,	4,500
Other Supplies	3,011	3,100	3,100	3,100
Printing & Binding	2,092	2,000	2,000	2,000
Food	19,244	19,000	19,000	19,000
Uniforms & Related Items	337	0	0	0
Postage	917	1,500	1,500	1,500
Communications	1,447	1,200	1,200	1,200
Rentals	126	250	250	250
Utilities	19	0	0	0
Professional & Scientific Services	253	500	500	500
Outside Services	35,534	37,295	37,295	37,295
Advertising & Publicity	3,920	5,000	5,000	5,000
Outside Repairs/Service	5,312	6,500	6,500	6,500
Reimbursement to Other Agencies	11,208	10,000	10,000	10,000
ITS Reimbursements	6,541	7,345	7,345	7,345
Intra-Agency Transfer	95	0	0	0
Equipment	108	16,000	9,516	9,516
Office Equipment	5,950	0	0	0
Equipment - Non-Inventory	2,312	4,600	4,600	4,600
Licenses	30	300	300	300
Balance Carry Forward (Approps)	6,977	6,977	0	6,977
Reversions	6,977	0	0	0
al Expenditures	458,161	454,891	447,914	454,891
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Federal Cash Management Standing

General Fund

Appropriation Description

This appropriation is responsible for the State-wide Cost Allocation Program for the State of Iowa. (8A.502(14))

Federal Cash Management Standing Financial Summary

Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Appropriation	356,587	356,587	356,587	56,587
Estimated Revisions	(356,587)	0	0	0
Total Resources	0	356,587	356,587	56,587
Expenditures				
Other Expense & Obligations	0	356,587	356,587	56,587
Total Expenditures	0	356,587	356,587	56,587

Unemployment Compensation-State Standing

General Fund

Appropriation Description

This appropriation is responsible for the State Share of Unemployment Compensation claims for the State of Iowa. (96.7(7)(d))

Unemployment Compensation-State Standing Financial Summary

Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Appropriation	440,371	440,371	440,371	440,371
Estimated Revisions	84,304	0	0	0
Refunds & Reimbursements	15,450	0	0	0
Total Resources	540,126	440,371	440,371	440,371
Expenditures				
Reimbursement to Other Agencies	540,126	440,371	440,371	440,371
Total Expenditures	540,126	440,371	440,371	440,371

Volunteer Emergency Services Provider Death Benefit

General Fund

Appropriation Description

Standing unlimited appropriation to cover the expenses authorized by Section 100B.31 of the Code of Iowa.

Volunteer Emergency Services Provider Death Benefit Financial Summary

Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Change	100,000	0	0	0
Total Resources	100,000	0	0	0
Expenditures				
Claims	100,000	0	0	0
Total Expenditures	100,000	0	0	0

DAS - Lucas Building

Rebuild Iowa Infrastructure Fund

Appropriation Description

DAS - Lucas Building

DAS - Lucas Building Financial Summary

FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
42,751	0	0	0
42,751	0	0	0
9,336	0	0	0
1,067	0	0	0
19,635	0	0	0
12,713	0	0	0
42,751	0	0	0
	Actuals 42,751 42,751 9,336 1,067 19,635 12,713	FY 2015 Actuals Current Year Budget Estimate 42,751 0 42,751 0 42,751 0 9,336 0 1,067 0 19,635 0 12,713 0	FY 2015 Actuals Current Year Budget Estimate Total Department Request 42,751 0 0 42,751 0 0 42,751 0 0 9,336 0 0 1,067 0 0 19,635 0 0 12,713 0 0

DAS - Historical Building

Rebuild Iowa Infrastructure Fund

Appropriation Description

DAS - Historical Building

DAS - Historical Building Financial Summary

Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Balance Brought Forward (Approps)	895,229	0	0	0
Gov Fund Type Transfers - Other Agencies	(513,735)	0	0	0
Total Resources	381,495	0	0	0
Expenditures				
Capitals	381,495	0	0	0
Total Expenditures	381,495	0	0	0

Military Pay Differential

Cash Reserve Fund

Appropriation Description

For a military pay differential program and health insurance retention program for individuals activated

Military Pay Differential Financial Summary

		FY 2016	FY 2017	FY 2017
	FY 2015	Current Year	Total Department	Total Governor's
Object Class	Actuals	Budget Estimate	Request	Recommended
Resources				
Balance Brought Forward (Approps)	68,183	68,183	0	68,183
Total Resources	68,183	68,183	0	68,183
Expenditures				
Balance Carry Forward (Approps)	68,183	68,183	0	68,183
Total Expenditures	68,183	68,183	0	68,183

Fund Detail

Administrative Services, Department of Fund Detail

Funds	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Administrative Services	193,157,492	193,943,677	190,876,060	199,131,306
Personnel Development Seminars	706,242	792,447	820,640	1,015,783
Art Restoration and Preservation	1,813	1,817	1,819	1,820
Monument Maintenance Account	236,928	209,279	207,556	197,705
Health Insurance Administration Fund	637,373	673,464	663,630	754,731
Employee Assistance Program	188,886	167,205	167,616	165,441
1/3	13,584,051	14,493,560	6,194,290	9,833,984
eDAS Clearing Fund	301	2	2	2
Centralized Purchasing - Administration	4,796,192	5,112,971	5,530,657	5,853,334
Federal Surplus Property	240,678	77,299	75,130	77,299
Vehicle Dispatcher Revolving Fund	10,446,893	12,411,096	12,385,142	13,676,064
Vehicle Depreciation Revolving Fund	35,569,027	32,119,827	32,393,750	37,570,703
Motor Pool Revolving Fund	1,675,374	1,798,120	1,724,745	1,824,095
Self Insurance/Risk Management	1,962,335	2,028,173	1,938,562	1,946,911
Mail Services Revolving Fund	1,325,146	1,195,294	1,146,380	1,190,123
Human Resources Revolving Fund	8,902,824	9,214,728	9,713,039	9,773,538
Facility & Support Revolving Fund	8,673,917	10,230,894	12,211,722	12,160,796
Worker's Compensation Insurance Fund	30,907,170	29,593,291	31,500,213	29,264,767

for the armed services of the United States for employees on the central payroll system.

Administrative Services, Department of Fund Detail (Continued)

		FY 2016	FY 2017	FY 2017
	FY 2015	Current Year	Total Department	Total Governor's
Funds	Actuals	Budget Estimate	Request	Recommended
Postage Operations	6,935,872	7,213,387	7,282,128	7,213,387
Health Flexible Spend Trust Fund	6,089,771	5,889,771	6,171,484	5,889,771
Deferred Comp Trust Fund	44,248,085	45,463,710	45,698,398	45,463,710
Dependent Care Trust Fund	3,788,091	3,688,091	3,488,085	3,688,091
Deferred Compensation Match Trust Fund	11,961,710	11,569,251	11,561,072	11,569,251
Direct Deposit Payroll Expenditures	278,813	0	0	0
State Accounting Trust Accounts	1,445,081,847	863,548,844	858,799,073	862,830,750
Health Insurance Premium Operations	425,937,742	207,755,641	193,492,934	207,165,478
Health Insurance Premium Reserve	25,587,195	16,384,154	26,037,149	15,447,547
Dental Insurance Prem Operating	24,435,773	15,806,188	16,002,484	15,806,188
Dental Insurance Premium Reserve	6,820,116	6,896,116	6,865,882	6,892,738
Life Insurance Bsc Premium Operations	1,264,703	967,714	1,182,102	1,021,917
Life Insurance Bsc Premium Reserves	124,221	574,221	923,519	924,008
Life Insurance Optional Premium Operations	2,871,997	1,566,339	1,744,508	1,752,880
Life Insurance Optional Premium Reserves	9,576	24,576	24,538	24,576
Long Term Disability Premium	5,577,150	4,865,567	4,848,699	4,853,219
Long Term Disability Reserves	20,129	35,577	35,498	35,577
Term Liability Health Trust	21,443,461	23,693,461	22,714,067	23,693,461
Interest for Iowa Schools Fund	35,978	232,232	298,102	301,104
DNR/SPOC Insurance Trust	3,300,082	3,066,779	2,801,406	3,231,778
Principle Perm School Fund	8,033,604	8,043,604	8,042,797	8,043,604
Returned Direct Deposits	441	0	20	0
Centralized Payroll Trustee	882,025,271	564,760,835	564,775,000	564,760,835
FICA Ltd Payments	67	10,067	10,067	10,067
Income Offset Clearing Account	37,594,341	8,865,773	9,000,301	8,865,773

I/3

Fund Description

Provide accounting, budgeting, and data warehouse information services through the state's enterprise resource planning system.

I/3 Detail

	FY 2015	FY 2016 Current Year	FY 2017 Total Department	FY 2017 Total Governor's
Object Class	Actuals	Budget Estimate	Request	Recommended
Resources				
Balance Brought Forward (Funds)	7,266,007	8,299,270	0	3,639,694
Reimbursement from Other Agencies	6,199,390	6,194,290	6,194,290	6,194,290
Other	118,654	0	0	0
Total I/3	13,584,051	14,493,560	6,194,290	9,833,984
Expenditures				
Personal Services-Salaries	2,066,293	2,388,020	2,469,988	2,469,988
Personal Travel In State	0	15,000	15,000	15,000
Personal Travel Out of State	3,973	22,384	22,384	22,384
Office Supplies	0	1,000	1,000	1,000
Printing & Binding	3,200	3,100	3,100	3,100
Postage	0	100	100	100
Communications	12,874	13,779	13,779	13,779
Professional & Scientific Services	580	8,000	8,000	8,000
Outside Services	0	500	500	500
Reimbursement to Other Agencies	9,777	18,255	18,255	18,255
ITS Reimbursements	1,175,002	1,534,689	1,452,721	1,452,721
Equipment - Non-Inventory	0	7,000	7,000	7,000
Balance Carry Forward (Funds)	8,299,270	3,639,694	0	3,639,694
IT Outside Services	1,040	2,850,827	201,178	201,178
IT Equipment	1,803,437	3,908,372	1,898,445	1,898,445
Intra-Agency Transfer	208,606	82,840	82,840	82,840
Total I/3	13,584,051	14,493,560	6,194,290	9,833,984

Term Liability Health Trust

liability of the existing Wellmark health insurance contract.

Fund Description

Initial revenue from UST fund and terminal liability surcharge to fund the states share of the terminal

Term Liability Health Trust Detail

Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Balance Brought Forward (Funds)	21,359,024	21,443,461	20,464,067	21,443,461
Intra State Receipts	0	1,000,000	1,000,000	1,000,000
Reimbursement from Other Agencies	0	1,000,000	1,000,000	1,000,000
Interest	84,437	250,000	250,000	250,000
Total Term Liability Health Trust	21,443,461	23,693,461	22,714,067	23,693,461
Expenditures				
Outside Services	0	2,250,000	2,250,000	2,250,000
Balance Carry Forward (Funds)	21,443,461	21,443,461	20,464,067	21,443,461
Total Term Liability Health Trust	21,443,461	23,693,461	22,714,067	23,693,461

Postage Operations

Fund Description

Postage Operations

Postage Operations Detail

Object Class	FY 2015 Actuals	FY 2016 Current Year Budget Estimate	FY 2017 Total Department Request	FY 2017 Total Governor's Recommended
Resources				
Balance Brought Forward (Funds)	16,272	213,387	282,128	213,387
Reimbursement from Other Agencies	6,919,601	7,000,000	7,000,000	7,000,000
Total Postage Operations	6,935,872	7,213,387	7,282,128	7,213,387
Expenditures				
Postage	6,722,486	7,000,000	7,000,000	7,000,000
Balance Carry Forward (Funds)	213,387	213,387	282,128	213,387
Total Postage Operations	6,935,872	7,213,387	7,282,128	7,213,387