

# **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 2017 Actuals Achieved	FY 2018	FY 2019	FY 2019
		Current Year Budget Estimate Target	Total Department Request Target	Total Governor's Recommended Target
Percent of Time 1/3 Finance Services Available	99.6	97	97	97
Percent of Paychecks Written Correctly	99.9	99.8	99.8	99.8
Percent of Employee Grievances Resolved Before Arbitration	94	85	85	85
Number of Recurring Audit Comments	0	0	0	0
Percent of Time 1/3 Data Warehouse Services Available	99.5	97	97	97

## Financial Summary

Object Category	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
State Appropriations	7,140,369	6,939,353	7,655,095	7,328,664
Taxes	576,886	600,000	600,000	600,000
Receipts from Other Entities	95,525,196	95,719,663	96,820,698	96,820,698
Interest, Dividends, Bonds & Loans	1,019,846	1,147,157	1,147,157	1,147,157
Fees, Licenses & Permits	12,368	13,000	13,000	13,000
Refunds & Reimbursements	497,319,627	209,991,970	209,991,970	209,991,970
Sales, Rents & Services	1,697,084	1,668,000	1,668,000	1,668,000
Miscellaneous	85,696,773	62,517,000	62,517,000	62,517,000
Centralized Payroll	909,726,091	564,950,000	564,950,000	564,950,000
Beginning Balance and Adjustments	169,981,361	192,341,359	167,108,782	188,495,858
<b>Total Resources</b>	<b>1,768,695,602</b>	<b>1,135,887,502</b>	<b>1,112,471,702</b>	<b>1,133,532,347</b>
<b>Expenditures</b>				
Personal Services	21,884,801	22,416,942	22,825,492	22,825,492
Travel & Subsistence	8,041,489	8,885,549	9,056,387	9,056,387
Supplies & Materials	8,762,290	10,438,423	10,412,352	10,412,352
Contractual Services and Transfers	19,108,358	31,410,916	32,106,553	31,363,297
Equipment & Repairs	11,766,037	10,090,938	9,855,537	9,855,537
Claims & Miscellaneous	1,506,680,385	864,113,085	864,143,585	864,143,585
Licenses, Permits, Refunds & Other	35,306	35,791	35,890	35,890
Budget Adjustments	0	0	0	389,311
Reversions	75,577	0	0	0
Balance Carry Forward	192,341,359	188,495,858	164,035,906	185,450,496
<b>Total Expenditures</b>	<b>1,768,695,602</b>	<b>1,135,887,502</b>	<b>1,112,471,702</b>	<b>1,133,532,347</b>
Full Time Equivalents	222	237	235	235

## Appropriations from General Fund

Appropriations	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
Administrative Services, Dept.	3,872,647	3,629,496	3,629,496	3,566,936
Utilities	2,509,649	2,447,360	3,163,102	2,899,231
Terrace Hill Operations	385,933	386,660	386,660	386,660
<b>Total Administrative Services</b>	<b>6,768,229</b>	<b>6,463,516</b>	<b>7,179,258</b>	<b>6,852,827</b>
Federal Cash Management Standing	0	54,182	54,182	54,182
Unemployment Compensation-State Standing	370,440	421,655	421,655	421,655
<b>Total State Accounting Trust Accounts</b>	<b>370,440</b>	<b>475,837</b>	<b>475,837</b>	<b>475,837</b>

## 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

Object Class	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Balance Brought Forward (Approps)	125,944	0	0	0
Appropriation	4,046,974	3,629,496	3,629,496	3,566,936
Legislative Reductions	(174,327)	0	0	0
Reimbursement from Other Agencies	1,662,193	1,809,321	1,957,110	1,957,110
Gov Fund Type Transfers - Other Agencies	(1,438)	0	0	0
Refunds & Reimbursements	1,980	1,300	1,300	1,300
Other	866,817	800,000	800,000	800,000
<b>Total Resources</b>	<b>6,528,143</b>	<b>6,240,117</b>	<b>6,387,906</b>	<b>6,325,346</b>
<b>Expenditures</b>				
Personal Services-Salaries	5,177,104	5,008,872	5,156,663	5,156,663
Personal Travel In State	3,101	4,580	4,580	4,580
State Vehicle Operation	3,180	4,500	4,500	4,500
Depreciation	462	3,201	3,201	3,201
Personal Travel Out of State	1,879	9,500	9,500	9,500
Office Supplies	21,782	13,922	13,922	13,922
Facility Maintenance Supplies	91,889	72,058	72,058	72,058
Equipment Maintenance Supplies	20,642	21,500	21,500	21,500
Professional & Scientific Supplies	22	500	500	500
Highway Maintenance Supplies	1,134	0	0	0
Ag., Conservation & Horticulture Supply	7,870	10,000	10,000	10,000

## Administrative Services, Dept. Financial Summary (Continued)

Object Class	FY 2017	FY 2018	FY 2019	FY 2019
	Actuals	Current Year Budget Estimate	Total Department Request	Total Governor's Recommended
Other Supplies	0	100	100	100
Printing & Binding	4,764	6,600	6,600	6,600
Uniforms & Related Items	2,564	2,500	2,500	2,500
Postage	32,145	35,200	35,200	35,200
Communications	43,206	38,785	38,784	38,784
Rentals	3,132	4,500	4,500	4,500
Professional & Scientific Services	36,429	35,500	35,500	35,500
Outside Services	211,768	162,715	142,134	142,134
Outside Repairs/Service	110,028	87,680	103,756	103,756
Reimbursement to Other Agencies	97,964	134,623	134,623	134,623
ITS Reimbursements	291,863	285,037	285,036	285,036
Intra-Agency Transfer	191,939	221,162	225,668	225,668
Gov Fund Type Transfers - Attorney General Services	2,567	2,584	2,583	2,583
Gov Fund Type Transfers - Auditor of State Services	51,908	43,241	43,241	43,241
Gov Fund Type Transfers - Other Agencies Services	(7,560)	0	0	0
Equipment	29,997	5,410	5,410	5,410
Office Equipment	748	4,000	4,000	4,000
Equipment - Non-Inventory	10,827	6,150	6,150	6,150
IT Equipment	12,017	11,497	11,497	11,497
Other Expense & Obligations	494	4,200	4,200	4,200
Licenses	5	0	0	0
Refunds-Other	20	0	0	0
Reversions	72,254	0	0	0
Recommendation Adjustment	0	0	0	(62,560)
<b>Total Expenditures</b>	<b>6,528,143</b>	<b>6,240,117</b>	<b>6,387,906</b>	<b>6,325,346</b>

**Utilities**

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

**General Fund****Appropriation Description**

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

**Utilities Financial Summary**

<b>Object Class</b>	<b>FY 2017 Actuals</b>	<b>FY 2018 Current Year Budget Estimate</b>	<b>FY 2019 Total Department Request</b>	<b>FY 2019 Total Governor's Recommended</b>
<b>Resources</b>				
Balance Brought Forward (Approps)	198,397	154,374	0	154,374
Appropriation	2,555,990	2,447,360	3,163,102	2,899,231
Legislative Reductions	(46,341)	0	0	0
Reimbursement from Other Agencies	83,860	80,000	80,000	80,000
Refunds & Reimbursements	406,719	220,800	220,800	220,800
<b>Total Resources</b>	<b>3,198,625</b>	<b>2,902,534</b>	<b>3,463,902</b>	<b>3,354,405</b>
<b>Expenditures</b>				
Personal Services-Salaries	115,519	118,466	118,466	118,466
Office Supplies	0	25	25	25
Postage	41	75	75	75
Communications	5,781	7,000	7,000	7,000
Utilities	2,960,829	2,455,666	3,166,803	2,451,061
Outside Repairs/Service	20,774	20,000	20,000	20,000
Reimbursement to Other Agencies	1,306	11,401	11,401	11,401
ITS Reimbursements	2,010	2,150	2,150	2,150
Intra-Agency Transfer	104,637	120,009	124,514	124,514
Gov Fund Type Transfers - Attorney General Services	2,554	2,583	2,583	2,583
Gov Fund Type Transfers - Auditor of State Services	6,957	8,965	8,965	8,965
Gov Fund Type Transfers - Other Agencies Services	(177,879)	0	0	0
Fees	1,720	1,820	1,920	1,920
Balance Carry Forward (Approps)	154,374	154,374	0	154,374
Recommendation Adjustment	0	0	0	451,871
<b>Total Expenditures</b>	<b>3,198,625</b>	<b>2,902,534</b>	<b>3,463,902</b>	<b>3,354,405</b>

## 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

Object Class	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Balance Brought Forward (Approps)	6,444	0	0	0
Appropriation	403,824	386,660	386,660	386,660
Legislative Reductions	(17,891)	0	0	0
Appropriation Transfer In Authorized per 8.39	1,700	0	0	0
Fees, Licenses & Permits	12,368	13,000	13,000	13,000
Refunds & Reimbursements	309	0	0	0
Rents & Leases	21,379	25,000	25,000	25,000
Other	12,668	4,000	4,000	4,000
<b>Total Resources</b>	<b>440,801</b>	<b>428,660</b>	<b>428,660</b>	<b>428,660</b>
<b>Expenditures</b>				
Personal Services-Salaries	326,654	328,517	328,517	328,517
Personal Travel In State	705	500	500	500
State Vehicle Operation	5,543	4,000	4,000	4,000
Depreciation	5,952	6,000	6,000	6,000
Personal Travel Out of State	781	1,000	1,000	1,000
Office Supplies	1,018	1,290	1,290	1,290
Facility Maintenance Supplies	8,913	10,000	3,429	3,429
Equipment Maintenance Supplies	1,246	7,528	7,528	7,528
Professional & Scientific Supplies	36	30	30	30
Ag., Conservation & Horticulture Supply	4,441	3,500	3,500	3,500
Other Supplies	2,512	2,705	2,705	2,705
Printing & Binding	0	1,000	1,000	1,000
Food	20,200	18,000	18,000	18,000
Uniforms & Related Items	241	0	0	0
Postage	258	300	300	300
Communications	625	700	700	700
Rentals	0	250	250	250
Professional & Scientific Services	160	200	200	200
Outside Services	16,220	18,295	18,295	18,295
Advertising & Publicity	7,603	900	900	900
Outside Repairs/Service	4,524	6,000	6,000	6,000
Reimbursement to Other Agencies	20,236	10,000	16,570	16,570
ITS Reimbursements	8,776	7,345	7,345	7,345
Equipment	0	0	1	1
Equipment - Non-Inventory	632	600	600	600
IT Equipment	201	0	0	0
Reversions	3,324	0	0	0
<b>Total Expenditures</b>	<b>440,801</b>	<b>428,660</b>	<b>428,660</b>	<b>428,660</b>



## 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 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Appropriation	56,587	54,182	54,182	54,182
Estimated Revisions	(6,587)	0	0	0
Legislative Reductions	(50,000)	0	0	0
<b>Total Resources</b>	<b>0</b>	<b>54,182</b>	<b>54,182</b>	<b>54,182</b>
<b>Expenditures</b>				
Other Expense & Obligations	0	54,182	54,182	54,182
<b>Total Expenditures</b>	<b>0</b>	<b>54,182</b>	<b>54,182</b>	<b>54,182</b>

## 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 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Appropriation	440,371	421,655	421,655	421,655
Estimated Revisions	(54,542)	0	0	0
Legislative Reductions	(15,389)	0	0	0
<b>Total Resources</b>	<b>370,440</b>	<b>421,655</b>	<b>421,655</b>	<b>421,655</b>
<b>Expenditures</b>				
Reimbursement to Other Agencies	370,440	421,655	421,655	421,655
<b>Total Expenditures</b>	<b>370,440</b>	<b>421,655</b>	<b>421,655</b>	<b>421,655</b>

**Military Pay Differential**

Cash Reserve Fund

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

**Appropriation Description**

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

**Military Pay Differential Financial Summary**

<b>Object Class</b>	<b>FY 2017 Actuals</b>	<b>FY 2018 Current Year Budget Estimate</b>	<b>FY 2019 Total Department Request</b>	<b>FY 2019 Total Governor's Recommended</b>
<b>Resources</b>				
Balance Brought Forward (Approps)	68,183	68,183	68,183	68,183
<b>Total Resources</b>	<b>68,183</b>	<b>68,183</b>	<b>68,183</b>	<b>68,183</b>
<b>Expenditures</b>				
Balance Carry Forward (Approps)	68,183	68,183	68,183	68,183
<b>Total Expenditures</b>	<b>68,183</b>	<b>68,183</b>	<b>68,183</b>	<b>68,183</b>

## Fund Detail

### Administrative Services, Department of Fund Detail

Funds	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
Administrative Services	811,369,908	547,835,310	523,006,537	544,778,056
Personnel Development Seminars	929,476	959,928	904,057	965,144
Art Restoration and Preservation	927	31	930	34
Monument Maintenance Account	180,274	173,983	176,432	171,840
Health Insurance Administration Fund	616,118	505,136	505,136	505,136
Employee Assistance Program	163,938	163,708	162,066	159,112
Routine Maintenance	3,388,388	3,895,402	3,620,675	4,097,770
I/3	14,949,269	14,751,997	11,985,364	12,326,247
eDAS Clearing Fund	309	11	2	11
Centralized Purchasing - Administration	4,796,412	4,884,214	4,945,061	4,538,284
State Surplus Property	270,129	75,130	75,130	75,130
Vehicle Dispatcher Revolving Fund	8,708,818	9,305,865	9,452,727	9,266,057
Vehicle Depreciation Revolving Fund	36,613,231	33,776,035	33,119,042	33,826,035
Motor Pool Revolving Fund	1,912,363	1,785,103	1,891,240	1,886,197
Self Insurance/Risk Management	1,838,852	1,743,509	1,662,010	1,708,803
Mail Bureau	1,128,314	1,229,986	1,195,228	1,249,262
Human Resources Revolving Fund	9,742,424	9,963,659	9,530,004	9,736,936
Facility & Support Revolving Fund	9,216,555	9,821,528	9,509,072	9,862,109
Health Insurance Premium Operations	513,983,060	256,909,869	242,450,257	256,319,706
Health Insurance Premium Reserve	24,558,774	26,546,385	18,167,706	25,609,778
Dental Insurance Prem Operating	24,583,256	16,081,546	16,419,884	16,081,546
Dental Insurance Premium Reserve	6,914,742	6,990,742	6,931,787	6,987,364
Life Insurance Bsc Premium Operations	1,180,563	965,587	1,021,197	1,019,790
Life Insurance Bsc Premium Reserves	125,945	575,945	924,719	925,732
Life Insurance Optional Premium Operations	2,797,995	1,572,348	1,765,335	1,758,889
Life Insurance Optional Premium Reserves	9,708	24,708	24,630	24,708
Long Term Disability Premium	5,406,476	4,884,660	4,862,291	4,872,312
Long Term Disability Reserves	20,408	35,856	35,692	35,856
Worker's Compensation Insurance Fund	33,231,377	32,663,584	34,252,033	33,150,541
Term Liability Health Trust	21,740,979	23,990,979	23,816,239	23,990,979
Postage Operations	6,674,480	7,475,663	7,549,095	7,475,663
Health Flexible Spend Trust Fund	7,616,694	6,616,693	6,791,117	6,616,693
Interest for Iowa Schools Fund	74,896	239,984	303,664	308,856
Deferred Comp Trust Fund	43,640,654	45,461,049	45,482,273	45,461,049
Dependent Care Trust Fund	4,447,890	4,147,786	3,857,021	4,147,786
Principle Perm School Fund	8,038,104	8,048,104	8,048,104	8,048,104
Deferred Compensation Match Trust Fund	11,868,111	11,568,597	11,569,317	11,568,597
State Accounting Trust Accounts	946,719,502	577,936,861	578,640,677	578,101,860
DNR/SPOC Insurance Trust	3,319,080	2,954,335	3,539,761	3,119,334
Centralized Payroll Trustee	910,853,336	565,998,564	565,987,664	565,998,564
FICA Ltd Payments	67	10,067	10,067	10,067
Income Offset Clearing Account	32,547,019	8,973,895	9,103,185	8,973,895

I/3

#### Fund Description

Internal service funds of the Department as described in Iowa Code section 8A.123. This fund consists of fees charged to agencies utilizing the state-wide financial system. Proceeds are utilized to administer

and support the accounting, budget and data warehouse universes included in the Integrated Information of Iowa (I/3) System.

### I/3 Detail

Object Class	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Balance Brought Forward (Funds)	8,635,093	8,557,707	5,791,074	6,131,957
Reimbursement from Other Agencies	6,194,289	6,194,290	6,194,290	6,194,290
Other	119,886	0	0	0
<b>Total I/3</b>	<b>14,949,269</b>	<b>14,751,997</b>	<b>11,985,364</b>	<b>12,326,247</b>
<b>Expenditures</b>				
Personal Services-Salaries	2,400,411	2,879,153	2,933,723	2,933,723
Personal Travel In State	0	15,000	15,000	15,000
Personal Travel Out of State	3,147	22,384	22,384	22,384
Office Supplies	0	1,000	1,000	1,000
Printing & Binding	0	3,100	3,100	3,100
Postage	15	100	100	100
Communications	12,534	13,779	13,779	13,779
Professional & Scientific Services	918	8,000	8,000	8,000
Outside Services	152,205	500	500	500
Reimbursement to Other Agencies	10,461	18,255	18,255	18,255
ITS Reimbursements	1,165,847	1,452,721	1,452,721	1,452,721
Equipment - Non-Inventory	1,896	7,000	7,000	7,000
Balance Carry Forward (Funds)	8,557,707	6,131,957	3,490,756	3,831,639
IT Outside Services	542,170	1,386,178	1,346,178	1,346,178
IT Equipment	2,017,961	2,713,445	2,573,443	2,573,443
Intra-Agency Transfer	83,996	99,425	99,425	99,425
<b>Total I/3</b>	<b>14,949,269</b>	<b>14,751,997</b>	<b>11,985,364</b>	<b>12,326,247</b>

### Term Liability Health Trust

#### Fund Description

This fund is comprised of resources supporting the State employee health insurance program. The Terminal Liability Health Trust is used to pay claims

at the termination of contract with the third-party administrator/insurer. Terminal liability consists of the costs of paying claims prior to the termination of the contract and continuing beyond the end of the term.

## Term Liability Health Trust Detail

Object Class	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Balance Brought Forward (Funds)	21,566,239	21,740,979	21,566,239	21,740,979
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	174,740	250,000	250,000	250,000
<b>Total Term Liability Health Trust</b>	<b>21,740,979</b>	<b>23,990,979</b>	<b>23,816,239</b>	<b>23,990,979</b>
<b>Expenditures</b>				
Outside Services	0	2,250,000	2,250,000	2,250,000
Balance Carry Forward (Funds)	21,740,979	21,740,979	21,566,239	21,740,979
<b>Total Term Liability Health Trust</b>	<b>21,740,979</b>	<b>23,990,979</b>	<b>23,816,239</b>	<b>23,990,979</b>

## Postage Operations

### Fund Description

The Postage Operations fund is a clearing account through which all postage costs for centralized government at the seat of government are processed.

### Postage Operations Detail

Object Class	FY 2017 Actuals	FY 2018 Current Year Budget Estimate	FY 2019 Total Department Request	FY 2019 Total Governor's Recommended
<b>Resources</b>				
Balance Brought Forward (Funds)	32,454	475,663	549,095	475,663
Reimbursement from Other Agencies	6,642,026	7,000,000	7,000,000	7,000,000
<b>Total Postage Operations</b>	<b>6,674,480</b>	<b>7,475,663</b>	<b>7,549,095</b>	<b>7,475,663</b>
<b>Expenditures</b>				
Postage	6,198,817	7,000,000	7,000,000	7,000,000
Balance Carry Forward (Funds)	475,663	475,663	549,095	475,663
<b>Total Postage Operations</b>	<b>6,674,480</b>	<b>7,475,663</b>	<b>7,549,095</b>	<b>7,475,663</b>