

# Agency Budget Request

FISCAL YEAR 2021–2022



Department of Civil Service  
562 — Ethics Administration



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# Signature Page

BUDGET REQUEST

Fiscal Year Ending June 30, 2022

NAME OF DEPARTMENT / AGENCY: Department of State Civil Service / Ethics Administration PHYSICAL ADDRESS: 617 NORTH THIRD ST. SUITE 10-36  
BUDGET UNIT: Ethics Administration Baton Rouge, LA  
SCHEDULE NUMBER: 17-562 ZIP CODE: 70802  
TELEPHONE NUMBER: (225) 219-5600 WEB ADDRESS: www.ETHICS.LA.GOV

WE HEREBY CERTIFY THAT THE STATEMENTS AND FIGURES ON THE ACCOMPANYING FORMS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

HEAD OF DEPARTMENT: <u>N/A</u> PRINTED NAME/TITLE: <u>N/A</u> DATE: _____ EMAIL ADDRESS: _____	HEAD OF BUDGET UNIT:  PRINTED NAME/TITLE: <u>KATHLEEN ALLEN, ETHICS ADMINISTRATOR</u> DATE: <u>October 21, 2020</u> EMAIL ADDRESS: <u>KATHLEEN.ALLEN@LA.GOV</u>
PROGRAM CONTACT PERSON: <u>KRISTY GARY</u> TITLE: <u>DEPUTY ETHICS ADMINISTRATOR</u> TELEPHONE NUMBER: <u>(225) 219-5600</u> EMAIL ADDRESS: <u>KRISTY.GARY@LA.GOV</u>	FINANCIAL CONTACT PERSON: <u>Brandon Scivicque</u> TITLE: <u>Chief Financial Officer</u> TELEPHONE NUMBER: <u>(225) 342-0339</u> EMAIL ADDRESS: <u>Brandon.Scivicque@la.gov</u>

# Operational Plan

**OPERATIONAL PLAN FORM  
AGENCY (BUDGET UNIT) DESCRIPTION**

AGENCY NUMBER AND NAME: 17-562 Ethics Administration Program

**AGENCY MISSION:**

The mission of the Ethics Administration Program is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws to achieve compliance by governmental officials, public employees, candidates, and lobbyists and to provide public access to disclosed information.

**AGENCY GOAL(S):**

- I. To improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.
- II. To ensure that the administrative duties of the Louisiana Board of Ethics are carried out and reported to the public in a timely and efficient manner by the Ethics Administration Program in accomplishing its mission and vision as to increasing public confidence relative to the accountability of public servants,

**STATEMENT OF AGENCY STRATEGIES FOR DEVELOPMENT AND IMPLEMENTATION OF HUMAN RESOURCE POLICIES THAT ARE HELPFUL AND BENEFICIAL TO WOMEN AND FAMILIES:**

The Ethics Administration Program (EAP) has policies that address the following issues that are helpful and beneficial to women and families: overtime, family and medical leave, attendance and leave, and sexual harassment policy.

**OPERATIONAL PLAN FORM  
PROGRAM DESCRIPTION**

PROGRAM NAME: Ethics Administration

**PROGRAM AUTHORIZATION:**

The Ethics Administration Program (EAP) provides staff support to the Board of Ethics. LSA-R.S. 42:1101, et seq., establishes the Code of Governmental Ethics and creates the Board of Ethics. LSA-R.S. 18:1481, et seq., establishes the Campaign Finance Disclosure Act and designates the Board of Ethics to administer the provisions thereof. LSA-R.S. 24:50, et seq., establishes the Legislative Lobbyist Registration and Disclosure Act and provides for the enforcement thereof by the Board of Ethics. LSA-R.S. 49:71, et seq., establishes the Executive Branch Lobbyist Registration and Disclosure Act and provides for the enforcement thereof by the Board of Ethics. LSA-R.S. 33:9661, et seq., establishes the Local Lobbyist Registration and Disclosure Act and provides for enforcement thereof by the Louisiana Board of Ethics.

**PROGRAM MISSION:**

The mission of the Ethics Administration Program is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws to achieve compliance by governmental officials, public employees, candidates, and lobbyists and to provide public access to disclosed information.

**PROGRAM GOAL(S):**

- I. To improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.
- II. To ensure that the administrative duties of the Louisiana Board of Ethics are carried out and reported to the public in a timely and efficient manner by the Ethics Administration Program in accomplishing its mission and vision as to increasing public confidence relative to the accountability of public servants, candidates, political committees and lobbyists.

**PROGRAM ACTIVITY:**

Administrative Support – Ethics

The Ethics Administration Program provides staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws. The Board of Ethics renders advisory opinions and conducts investigations with respect to the aforementioned laws. The Board makes available for viewing, via its website, disclosure reports filed. Furthermore the Board of Ethics provides training and education opportunities regarding the laws under its jurisdiction. The Administrative Support Activity provides support services for the Louisiana Board of Ethics, as well for the staff to perform the core functions of the Board.

**PROGRAM ACTIVITY:**

Compliance – Ethics

R.S. 42:1141, et seq., provides for the procedure whereby the Board can refer a matter to investigation. Complaints as to potential violations of the Code of Governmental Ethics, Campaign Finance Disclosure Act, and the Lobbyist Disclosure Acts are received and considered by the Board of Ethics at its scheduled monthly meetings. If the Board decides to explore the allegations in the complaint, they refer the matter to investigation and the staff of the Ethics Administration Program conducts the confidential investigation. Furthermore, numerous disclosure reports are filed with the Board of Ethics, including, but not limited to, campaign finance disclosure reports by candidates, political committees, and other persons participating in elections; political committee registrations, lobbyist registrations and expenditure reports; and, personal financial disclosure reports by elected officials, certain state employees and certain members of board and commissions. If a candidate, lobbyist, or person required to file a report does not timely file a report or does not file, late fees and penalties are imposed. If the reports are not filed, an order is issued. If the late fee is not paid and the delays for appeals and waivers have expired, the final order is transferred to the Attorney General's Office for collection.

**PROGRAM ACTIVITY:**

Training – Ethics

Prior to 2007, the Ethics Administration Program provided education opportunities to individuals and provided such through one dedicated employee, who was a staff attorney. During the 2007 legislative session and thereafter, provisions were enacted to require all public servants and lobbyists to receive mandatory annual training on the provisions of the Ethics Code. Furthermore, training is required of elected officials on the campaign finance laws and of lobbyists on the lobbying and conflicts of interest laws. Additionally, there is a requirement that agency heads and political subdivisions designate a person to serve as a liaison between the Ethics Administration Program and their agency. Not only does the law require the Ethics Administration Program to provide opportunities to receive such training, but to also track individuals' compliance with the law.

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration Program  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Administrative - Ethics

1.  By June 30, 2025, 65% of all reports and registrations are filed electronically.

Children's Budget Link: Not Applicable.  
 Human Resource Policies Beneficial to Women and Families Link: Not Applicable.  
 Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

Explanatory Note:

LaPAS PI CODE	L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2021-2022
			YEAREND PERFORMANCE STANDARD FY 2019-2020	ACTUAL YEAREND PERFORMANCE FY 2019-2020	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2020-2021	EXISTING PERFORMANCE STANDARD FY 2020-2021	PERFORMANCE AT CONTINUATION BUDGET LEVEL FY 2021-2022	PERFORMANCE AT EXECUTIVE BUDGET LEVEL FY 2021-2022	
7,143	K	Percentage of reports and registrations filed electronically	65%	54%	65%	65%	65%		

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration Program  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Compliance - Ethics

1. 

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 Reduce the delay between the assignment of an investigation and final staff approval of investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2025.

Children's Budget Link: Not Applicable.  
 Human Resource Policies Beneficial to Women and Families Link: Not Applicable.  
 Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

Explanatory Note:

LaPAS PI E CODE	L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					PERFORMANCE AT EXECUTIVE BUDGET LEVEL FY 2021-2022	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2021-2022
			YEAREND PERFORMANCE STANDARD FY 2019-2020	ACTUAL YEAREND PERFORMANCE FY 2019-2020	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2020-2021	EXISTING PERFORMANCE STANDARD FY 2020-2021	PERFORMANCE AT CONTINUATION BUDGET LEVEL FY 2021-2022		
10,397	K	Number of non-complex investigations completed	350	212	350	350	350		
7,132	K	Number of non-complex investigations completed by deadline	175	114	175	175	175		
7,133	K	Percentage of non-complex investigation reports completed within deadline	50%	52%	50%	50%	50%		

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration Program  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Training - Ethics

1. K Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

Children's Budget Link: Not Applicable.  
 Human Resource Policies Beneficial to Women and Families Link: Not Applicable.  
 Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

Explanatory Note:

LaPAS PI CODE	L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES						PERFORMANCE AT EXECUTIVE BUDGET LEVEL FY 2021-2022	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2021-2022
			YEAREND PERFORMANCE STANDARD FY 2019-2020	ACTUAL YEAREND PERFORMANCE FY 2019-2020	PERFORMANCE STANDARD AS INITIALLY APPROPRIATED FY 2020-2021	EXISTING PERFORMANCE STANDARD FY 2020-2021	PERFORMANCE AT CONTINUATION BUDGET LEVEL FY 2021-2022			
24449	K	Percentage increase in governmental entities contacted with designated Ethics Liaisons	10%	-68%	10%	10%	10%			
24450	K	Percentage increase in number of online presentations	20%	0%	20%	20%	20%			

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration Program  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Administration - Ethics

GENERAL PERFORMANCE INFORMATION: Administration						
LaPAS PI CODE	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES				
		PRIOR YEAR ACTUAL FY 2015-2016	PRIOR YEAR ACTUAL FY 2016-2017	PRIOR YEAR ACTUAL FY 2017-2018	PRIOR YEAR ACTUAL FY 2018-2019	PRIOR YEAR ACTUAL FY 2019-2020
12,307	Number of reports and registrations filed	42,524	36,219	37,157	42,027	44,418
12,308	Number of reports and registrations filed electronically	24,909	21,345	21,414	22,001	24,026
12,309	Number of reports and registrations filed in paper format	17,615	14,874	15,743	20,026	20,392

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration Program  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Compliance - Ethics

GENERAL PERFORMANCE INFORMATION: Compliance						
LaPAS PI CODE	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES				
		PRIOR YEAR ACTUAL FY 2015-2016	PRIOR YEAR ACTUAL FY 2016-2017	PRIOR YEAR ACTUAL FY 2017-2018	PRIOR YEAR ACTUAL FY 2018-2019	PRIOR YEAR ACTUAL FY 2019-2020
4,203	Number of matters referred to investigation	387	328	345	410	187

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration Program  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Training - Ethics

GENERAL PERFORMANCE INFORMATION: Training						
LaPAS PI CODE	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES				
		PRIOR YEAR ACTUAL FY 2015-2016	PRIOR YEAR ACTUAL FY 2016-2017	PRIOR YEAR ACTUAL FY 2017-2018	PRIOR YEAR ACTUAL FY 2018-2019	PRIOR YEAR ACTUAL FY 2019-2020
12,296	Number of informational presentations <sup>1</sup>	82	79	94	68	59
12,298	Number of persons receiving training <sup>2</sup>	6,472	6,167	6,387	5,530	4,280
25,090	Number of Governmental Entities contacted	179	207	186	221	106
25,091	Number of Governmental Entities with designated Ethics Liaisons	159	295	317	202	65
25,896	Number of online presentations	3	4	4	5	5

<sup>1</sup> The performance indicator reflects live training presentations by Board of Ethics staff trainers.

<sup>2</sup> This performance indicator only includes those persons that attended live informational presentations by Board of Ethics staff trainers.

DEPARTMENT ID: 17 - Department of Civil Service  
 AGENCY ID: 17-562 Ethics Administration  
 PROGRAM ID: Program A: Administration  
 PROGRAM ACTIVITY: Compliance

GENERAL PERFORMANCE INFORMATION: Council on Governmental Ethics Laws (COGEL) - Number of Investigations Per Year <sup>1</sup>	
STATE	VALUE
Alabama <sup>2</sup>	265
Arkansas <sup>3</sup>	104
California <sup>4</sup>	1,100
Louisiana <sup>5</sup>	410
Nebraska <sup>6</sup>	35
Oklahoma <sup>7</sup>	20
Texas <sup>8</sup>	172
West Virginia <sup>9</sup>	110

<sup>1</sup> States used for comparisons have similar jurisdiction with regards to lobbying, campaign finance, ethics and financial disclosure; however, jurisdiction over certain entities may vary (see additional footnotes).

<sup>2</sup> Jurisdiction over Judges.

<sup>3</sup> Jurisdiction over Judges, but not private sector/vendors.

<sup>4</sup> Jurisdiction over Judges, but not private sector/vendors.

<sup>5</sup> No jurisdiction over Judges.

<sup>6</sup> No jurisdiction over judicial employees.

<sup>7</sup> No jurisdiction over local appointed officials and local employees.

<sup>8</sup> Jurisdiction over Judges.

<sup>9</sup> Jurisdiction over Judges, but not private sector/vendors.

Source: COGEL Blue Book 2019 Ethics Update

**OPERATIONAL PLAN FORM  
OPERATIONAL PLAN ADDENDA**

ORGANIZATION AND PROGRAM STRUCTURE CHARTS CHECKLIST:

Organization Chart Attached:   Y  

Program and Activity Structure Chart Attached:       

OTHER: List any other attachments to operational plan.

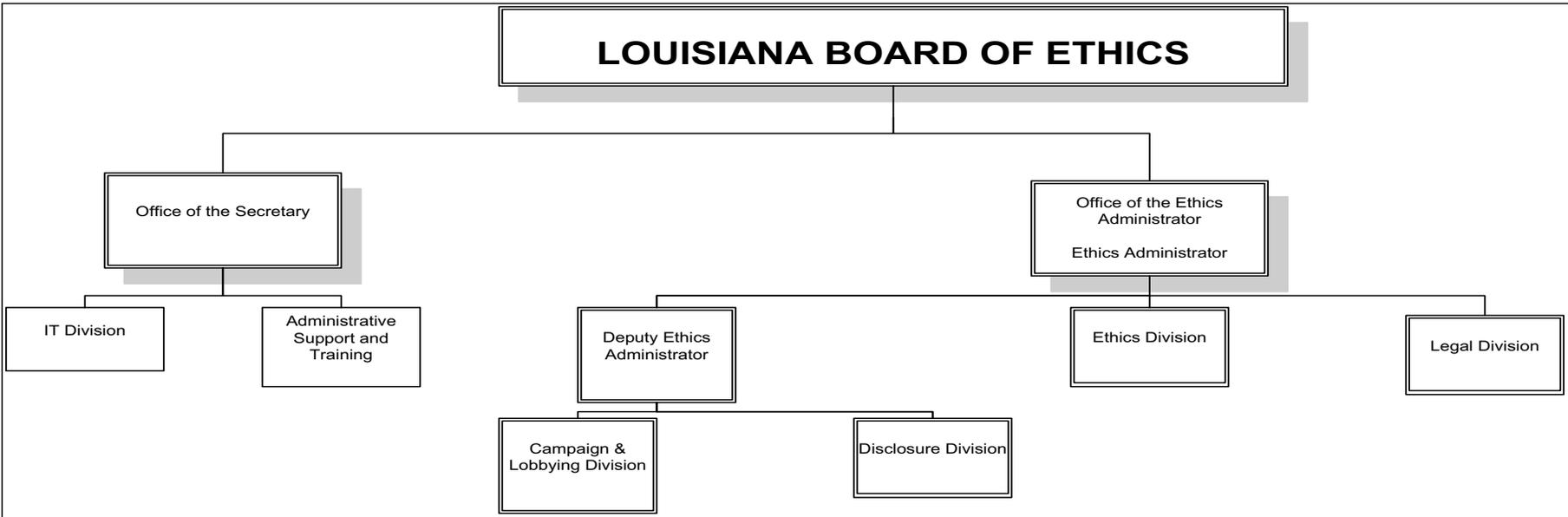
- 1.
- 2.
- 3.

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# Budget Request Overview

## AGENCY SUMMARY STATEMENT

### Total Agency

#### Means of Financing

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
STATE GENERAL FUND (Direct)	4,059,348	4,523,978	4,913,204	389,226	8.60%
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—
FEES & SELF-GENERATED	175,380	175,498	176,941	1,443	0.82%
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>	<b>8.31%</b>

**Fees and Self-Generated**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
Fees & Self-Generated	175,380	175,498	176,941	1,443	0.82%
<b>Total:</b>	<b>\$175,380</b>	<b>\$175,498</b>	<b>\$176,941</b>	<b>\$1,443</b>	<b>0.82%</b>

**Statutory Dedications**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
<b>Total:</b>	—	—	—	—	—

**Agency Expenditures**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
Salaries	2,221,634	2,313,745	2,489,491	175,746	7.60%
Other Compensation	35,995	52,278	52,278	—	—
Related Benefits	1,243,598	1,327,627	1,430,049	102,422	7.71%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,501,227</b>	<b>\$3,693,650</b>	<b>\$3,971,818</b>	<b>\$278,168</b>	<b>7.53%</b>
Travel	22,314	34,778	35,561	783	2.25%
Operating Services	155,348	229,851	238,556	8,705	3.79%
Supplies	17,355	19,286	19,720	434	2.25%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$195,017</b>	<b>\$283,915</b>	<b>\$293,837</b>	<b>\$9,922</b>	<b>3.49%</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>—</b>
Other Charges	17,050	21,000	21,000	—	—
Debt Service	—	—	—	—	—
Interagency Transfers	478,453	700,911	700,911	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$495,503</b>	<b>\$721,911</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>
Acquisitions	42,981	—	2,579	2,579	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$42,981</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>	<b>8.31%</b>

**Agency Positions**

Classified	40	40	40	—	—
Unclassified	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>—</b>	<b>—</b>
<b>TOTAL POSITIONS</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>—</b>	<b>—</b>

**Cost Detail**

**Means of Financing**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
State General Fund	4,059,348	4,523,978	4,913,204	389,226
Fees & Self-Generated	175,380	175,498	176,941	1,443
<b>Total:</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>

**Salaries**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5110010	SAL-CLASS-TO-REG	2,206,406	2,313,745	2,489,491	175,746
5110015	SAL-CLASS-TO-OT	609	—	—	—
5110020	SAL-CLASS-TO-TERM	14,619	—	—	—
<b>Total Salaries:</b>		<b>\$2,221,634</b>	<b>\$2,313,745</b>	<b>\$2,489,491</b>	<b>\$175,746</b>

**Other Compensation**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5120010	COMPENSATION/WAGES	5,172	—	—	—
5120035	STUDENT LABOR	507	—	—	—
5120040	COMP-BOARD MEMBERS	29,463	52,278	52,278	—
5120105	COMP-CL-NON TO-OT	853	—	—	—
<b>Total Other Compensation:</b>		<b>\$35,995</b>	<b>\$52,278</b>	<b>\$52,278</b>	<b>—</b>

**Related Benefits**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5130010	RET CONTR-STATE EMP	888,682	941,694	1,033,139	91,445
5130050	POSTRET BENEFITS	86,105	75,000	95,039	20,039
5130055	FICA TAX (OASDI)	3,003	3,241	3,241	—
5130060	MEDICARE TAX	30,728	34,307	36,860	2,553

Related Benefits *(continued)*

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5130070	GRP INS CONTRIBUTION	234,519	272,800	261,185	(11,615)
5130090	TAXABLE FRINGE BEN	563	585	585	—
<b>Total Related Benefits:</b>		<b>\$1,243,598</b>	<b>\$1,327,627</b>	<b>\$1,430,049</b>	<b>\$102,422</b>

Travel

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5210020	IN-STATE TRAV-FIELD	707	6,400	6,544	144
5210025	IN-STATE TRV-BD MEM	19,180	24,778	25,336	558
5210055	OUT-OF-STTRV-CONF	2,427	3,600	3,681	81
<b>Total Travel:</b>		<b>\$22,314</b>	<b>\$34,778</b>	<b>\$35,561</b>	<b>\$783</b>

Operating Services

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5310005	SERV-PRINTING	1,360	500	511	11
5310010	SERV-DUES & OTHER	5,830	7,000	7,158	158
5310011	SERV-SUBSCRIPTIONS	28,591	38,065	42,235	4,170
5310014	SERV-DRUG TESTING	133	250	256	6
5310017	SERV-DOC DESTRUCTION	81	150	153	3
5310037	SERV - TRAINING	1,010	—	—	—
5310400	SERV-MISC	2,181	41,650	42,587	937
5330016	MAINT-DATA PROC EQP	—	2,079	2,126	47
5330018	MAINT-AUTO REPAIRS	499	700	716	16
5330026	MAINT-SOFTWRE MTCE	15,956	24,918	25,479	561
5340020	RENT-EQUIPMENT	4,992	2,400	2,454	54
5340025	RENT-AUTOMOBILES	96	1,000	1,023	23
5340078	RENT-DATA-LIC SOFT	18,475	32,539	33,489	950
5350006	UTIL-MAIL/DEL/POST	68,203	70,000	71,575	1,575

**Operating Services** *(continued)*

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5350008	UTIL-DEL UPS/FED EXP	6,790	7,400	7,567	167
5350012	UTIL-CABLE	1,152	1,200	1,227	27
<b>Total Operating Services:</b>		<b>\$155,348</b>	<b>\$229,851</b>	<b>\$238,556</b>	<b>\$8,705</b>

**Supplies**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5410001	SUP-OFFICE SUPPLIES	10,737	9,786	10,006	220
5410006	SUP-COMPUTER	5,306	6,500	6,646	146
5410022	SUP-FUELS/LUBRICANTS	934	3,000	3,068	68
5410031	SUP-REP/MNT SUP-AUTO	378	—	—	—
<b>Total Supplies:</b>		<b>\$17,355</b>	<b>\$19,286</b>	<b>\$19,720</b>	<b>\$434</b>

**Professional Services**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5510005	PROF SERV-LEGAL	—	—	100,000	100,000
<b>Total Professional Services:</b>		<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>

**Other Charges**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5620063	MISC-OPERATNG SVCS	6,894	21,000	21,000	—
5620068	MISC-ACQ/MAJ REP OTH	10,156	—	—	—
<b>Total Other Charges:</b>		<b>\$17,050</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>—</b>

**Interagency Transfers**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5950001	IAT-COMMODITY/SERV	1,681	1,390	1,390	—
5950007	IAT-PRINTING	18,621	30,300	30,300	—
5950014	IAT-TELEPHONE	39,063	64,904	64,904	—
5950017	IAT-INSURANCE	53,133	30,456	30,456	—
5950025	IAT-TRAINING	40	—	—	—
5950026	IAT-RENTALS	145,637	143,347	143,347	—
5950049	IAT-CIVIL SERVICE	15,019	15,595	15,595	—
5950051	IAT-OSUP	2,517	2,400	2,400	—
5950053	IAT-STATE TREASURER	1,426	1,345	1,345	—
5950055	IAT-ADMIN LAW JUDGE	166,559	364,113	364,113	—
5950057	IAT-CAP POL-BLD SEC	16,432	16,432	16,432	—
5950058	IAT-TECH SVCS	18,326	30,629	30,629	—
<b>Total Interagency Transfers:</b>		<b>\$478,453</b>	<b>\$700,911</b>	<b>\$700,911</b>	<b>—</b>

**Acquisitions**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5710221	ACQ-COMP HARDWARE	10,748	—	2,400	2,400
5710224	ACQ-OFFICE FURN&EQP	347	—	—	—
5710236	ACQ-OTHER	—	—	179	179
5710921	COMPUTER/EQUIP-MA	31,887	—	—	—
<b>Total Acquisitions:</b>		<b>\$42,981</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>
<b>Total Agency Expenditures:</b>		<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>

## PROGRAM SUMMARY STATEMENT

### 5621 - Administrative

#### Means of Financing

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
STATE GENERAL FUND (Direct)	4,059,348	4,523,978	4,913,204	389,226	8.60%
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—
FEES & SELF-GENERATED	175,380	175,498	176,941	1,443	0.82%
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>	<b>8.31%</b>

**Fees and Self-Generated**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
Fees & Self-Generated	175,380	175,498	176,941	1,443	0.82%
<b>Total:</b>	<b>\$175,380</b>	<b>\$175,498</b>	<b>\$176,941</b>	<b>\$1,443</b>	<b>0.82%</b>

**Program Expenditures**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Percent Change
Salaries	2,221,634	2,313,745	2,489,491	175,746	7.60%
Other Compensation	35,995	52,278	52,278	—	—
Related Benefits	1,243,598	1,327,627	1,430,049	102,422	7.71%
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,501,227</b>	<b>\$3,693,650</b>	<b>\$3,971,818</b>	<b>\$278,168</b>	<b>7.53%</b>
Travel	22,314	34,778	35,561	783	2.25%
Operating Services	155,348	229,851	238,556	8,705	3.79%
Supplies	17,355	19,286	19,720	434	2.25%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$195,017</b>	<b>\$283,915</b>	<b>\$293,837</b>	<b>\$9,922</b>	<b>3.49%</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>—</b>
Other Charges	17,050	21,000	21,000	—	—
Debt Service	—	—	—	—	—
Interagency Transfers	478,453	700,911	700,911	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$495,503</b>	<b>\$721,911</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>
Acquisitions	42,981	—	2,579	2,579	—
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$42,981</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>	<b>8.31%</b>

**Program Positions**

Classified	40	40	40	—	—
Unclassified	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>—</b>	<b>—</b>
<b>TOTAL POSITIONS</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>—</b>	<b>—</b>

**Cost Detail**

**Means of Financing**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
State General Fund	4,059,348	4,523,978	4,913,204	389,226
Fees & Self-Generated	175,380	175,498	176,941	1,443
<b>Total:</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>

**Salaries**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5110010	SAL-CLASS-TO-REG	2,206,406	2,313,745	2,489,491	175,746
5110015	SAL-CLASS-TO-OT	609	—	—	—
5110020	SAL-CLASS-TO-TERM	14,619	—	—	—
<b>Total Salaries:</b>		<b>\$2,221,634</b>	<b>\$2,313,745</b>	<b>\$2,489,491</b>	<b>\$175,746</b>

**Other Compensation**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5120010	COMPENSATION/WAGES	5,172	—	—	—
5120035	STUDENT LABOR	507	—	—	—
5120040	COMP-BOARD MEMBERS	29,463	52,278	52,278	—
5120105	COMP-CL-NON TO-OT	853	—	—	—
<b>Total Other Compensation:</b>		<b>\$35,995</b>	<b>\$52,278</b>	<b>\$52,278</b>	<b>—</b>

**Related Benefits**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5130010	RET CONTR-STATE EMP	888,682	941,694	1,033,139	91,445
5130050	POSTRET BENEFITS	86,105	75,000	95,039	20,039
5130055	FICA TAX (OASDI)	3,003	3,241	3,241	—
5130060	MEDICARE TAX	30,728	34,307	36,860	2,553

**Related Benefits** *(continued)*

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5130070	GRP INS CONTRIBUTION	234,519	272,800	261,185	(11,615)
5130090	TAXABLE FRINGE BEN	563	585	585	—
<b>Total Related Benefits:</b>		<b>\$1,243,598</b>	<b>\$1,327,627</b>	<b>\$1,430,049</b>	<b>\$102,422</b>

**Travel**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5210020	IN-STATE TRAV-FIELD	707	6,400	6,544	144
5210025	IN-STATE TRV-BD MEM	19,180	24,778	25,336	558
5210055	OUT-OF-STTRV-CONF	2,427	3,600	3,681	81
<b>Total Travel:</b>		<b>\$22,314</b>	<b>\$34,778</b>	<b>\$35,561</b>	<b>\$783</b>

**Operating Services**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5310005	SERV-PRINTING	1,360	500	511	11
5310010	SERV-DUES & OTHER	5,830	7,000	7,158	158
5310011	SERV-SUBSCRIPTIONS	28,591	38,065	42,235	4,170
5310014	SERV-DRUG TESTING	133	250	256	6
5310017	SERV-DOC DESTRUCTION	81	150	153	3
5310037	SERV - TRAINING	1,010	—	—	—
5310400	SERV-MISC	2,181	41,650	42,587	937
5330016	MAINT-DATA PROC EQP	—	2,079	2,126	47
5330018	MAINT-AUTO REPAIRS	499	700	716	16
5330026	MAINT-SOFTWRE MTCE	15,956	24,918	25,479	561
5340020	RENT-EQUIPMENT	4,992	2,400	2,454	54
5340025	RENT-AUTOMOBILES	96	1,000	1,023	23
5340078	RENT-DATA-LIC SOFT	18,475	32,539	33,489	950
5350006	UTIL-MAIL/DEL/POST	68,203	70,000	71,575	1,575

**Operating Services** *(continued)*

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5350008	UTIL-DEL UPS/FED EXP	6,790	7,400	7,567	167
5350012	UTIL-CABLE	1,152	1,200	1,227	27
<b>Total Operating Services:</b>		<b>\$155,348</b>	<b>\$229,851</b>	<b>\$238,556</b>	<b>\$8,705</b>

**Supplies**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5410001	SUP-OFFICE SUPPLIES	10,737	9,786	10,006	220
5410006	SUP-COMPUTER	5,306	6,500	6,646	146
5410022	SUP-FUELS/LUBRICANTS	934	3,000	3,068	68
5410031	SUP-REP/MNT SUP-AUTO	378	—	—	—
<b>Total Supplies:</b>		<b>\$17,355</b>	<b>\$19,286</b>	<b>\$19,720</b>	<b>\$434</b>

**Professional Services**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5510005	PROF SERV-LEGAL	—	—	100,000	100,000
<b>Total Professional Services:</b>		<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>

**Other Charges**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5620063	MISC-OPERATNG SVCS	6,894	21,000	21,000	—
5620068	MISC-ACQ/MAJ REP OTH	10,156	—	—	—
<b>Total Other Charges:</b>		<b>\$17,050</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>—</b>

**Interagency Transfers**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5950001	IAT-COMMODITY/SERV	1,681	1,390	1,390	—
5950007	IAT-PRINTING	18,621	30,300	30,300	—
5950014	IAT-TELEPHONE	39,063	64,904	64,904	—
5950017	IAT-INSURANCE	53,133	30,456	30,456	—
5950025	IAT-TRAINING	40	—	—	—
5950026	IAT-RENTALS	145,637	143,347	143,347	—
5950049	IAT-CIVIL SERVICE	15,019	15,595	15,595	—
5950051	IAT-OSUP	2,517	2,400	2,400	—
5950053	IAT-STATE TREASURER	1,426	1,345	1,345	—
5950055	IAT-ADMIN LAW JUDGE	166,559	364,113	364,113	—
5950057	IAT-CAP POL-BLD SEC	16,432	16,432	16,432	—
5950058	IAT-TECH SVCS	18,326	30,629	30,629	—
<b>Total Interagency Transfers:</b>		<b>\$478,453</b>	<b>\$700,911</b>	<b>\$700,911</b>	<b>—</b>

**Acquisitions**

Commitment Item	Name	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB
5710221	ACQ-COMP HARDWARE	10,748	—	2,400	2,400
5710224	ACQ-OFFICE FURN&EQP	347	—	—	—
5710236	ACQ-OTHER	—	—	179	179
5710921	COMPUTER/EQUIP-MA	31,887	—	—	—
<b>Total Acquisitions:</b>		<b>\$42,981</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>
<b>Total Expenditures for Program 5621</b>		<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>
<b>Total Agency Expenditures:</b>		<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$5,090,145</b>	<b>\$390,669</b>

**SOURCE OF FUNDING SUMMARY**

**Agency Overview**

**Fees & Self-Generated**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Total Request	Over/Under EOB	Form ID
FEES & SELF GENERATED	175,380	175,498	176,941	1,443	2735
<b>Total Fees &amp; Self-Generated</b>	<b>\$175,380</b>	<b>\$175,498</b>	<b>\$176,941</b>	<b>\$1,443</b>	
<b>Total Sources of Funding:</b>	<b>\$175,380</b>	<b>\$175,498</b>	<b>\$176,941</b>	<b>\$1,443</b>	

**SOURCE OF FUNDING DETAIL**

**Fees & Self-Generated**

**Form 2735 — 562 - Fees & Self-Generated**

Expenditures	Existing Operating Budget as of 10/01/2020			FY2021-2022 Total Request			FY2022-2023 Projected		
	Means of Financing	In-Kind Match	Cash Match	Means of Financing	In-Kind Match	Cash Match	Means of Financing	In-Kind Match	Cash Match
Salaries	72,710	—	—	72,710	—	—	—	—	—
Other Compensation	—	—	—	—	—	—	—	—	—
Related Benefits	28,247	—	—	28,247	—	—	—	—	—
<b>TOTAL PERSONAL SERVICES</b>	<b>\$100,957</b>	<b>—</b>	<b>—</b>	<b>\$100,957</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Travel	—	—	—	—	—	—	—	—	—
Operating Services	50,719	—	—	51,860	—	—	—	—	—
Supplies	13,402	—	—	13,704	—	—	—	—	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$64,121</b>	<b>—</b>	<b>—</b>	<b>\$65,564</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Other Charges	10,420	—	—	10,420	—	—	—	—	—
Debt Service	—	—	—	—	—	—	—	—	—
Interagency Transfers	—	—	—	—	—	—	—	—	—
<b>TOTAL OTHER CHARGES</b>	<b>\$10,420</b>	<b>—</b>	<b>—</b>	<b>\$10,420</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Acquisitions	—	—	—	—	—	—	—	—	—
Major Repairs	—	—	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$175,498</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Form 2735 — 562 - Fees & Self-Generated

Question	Narrative Response
<b>State the purpose, source and legal citation.</b>	Campaign Finance Disclosure Act: LA R. S. 18:1491.1E Provides for a one hundred dollar (\$100) filing fee for each Political Action Committee filing a statement of organization with the Supervisory Committee and the EAP. Copy Fee: A charge of \$0.25 per single page and \$0.50 per two-sided copy is imposed for furnishing copies of campaign finance disclosure reports, transcripts, etc. Lobbyist Registration Fees: LA R.S. 24:53 (I), 49:74 (G) & 33:9664 (G) PROVIDES FOR LOBBYIST REGISTRATION FEES OF \$110.00. To provide the salary and related benefits for a position in the Lobbying section that receives and reviews lobbying reports filed, as well as supplies, postage, printing and support for electronic filing of reports. The funds will also be used to offset some additional expenditures in the Personal Services, Operating, and IAT categories.
<b>Agency discretion or Federal requirement?</b>	Agency discretion.
<b>Describe any budgetary peculiarities.</b>	There are no known budgetary peculiarities to state.
<b>Is the Total Request amount for multiple years?</b>	No.
<b>Additional information or comments.</b>	N/A
<b>Provide the amount of any indirect costs.</b>	N/A
<b>Any indirect costs funded with other MOF?</b>	No.
<b>Objectives and indicators in the Operational Plan.</b>	N/A
<b>Additional information or comments.</b>	N/A

## EXPENDITURES BY MEANS OF FINANCING

## Existing Operating Budget

Expenditures	Used as a Cash Match	Total Means of Financing By Expenditure	Total State General Fund	Fees & Self-Generated Form ID 2735 FEES & SELF GENERATED
Salaries	—	2,313,745	2,241,035	72,710
Other Compensation	—	52,278	52,278	—
Related Benefits	—	1,327,627	1,299,380	28,247
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>	<b>\$3,693,650</b>	<b>\$3,592,693</b>	<b>\$100,957</b>
Travel	—	34,778	34,778	—
Operating Services	—	229,851	179,132	50,719
Supplies	—	19,286	5,884	13,402
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>\$283,915</b>	<b>\$219,794</b>	<b>\$64,121</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Other Charges	—	21,000	10,580	10,420
Debt Service	—	—	—	—
Interagency Transfers	—	700,911	700,911	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>\$721,911</b>	<b>\$711,491</b>	<b>\$10,420</b>
Acquisitions	—	—	—	—
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>—</b>	<b>\$4,699,476</b>	<b>\$4,523,978</b>	<b>\$175,498</b>

## Total Request

Expenditures	Used as a Cash Match	Total Means of Financing By Expenditure	Total State General Fund	Fees & Self-Generated Form ID 2735 FEES & SELF GENERATED
Salaries	—	2,489,491	2,416,781	72,710
Other Compensation	—	52,278	52,278	—
Related Benefits	—	1,430,049	1,401,802	28,247
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>	<b>\$3,971,818</b>	<b>\$3,870,861</b>	<b>\$100,957</b>
Travel	—	35,561	35,561	—
Operating Services	—	238,556	186,696	51,860
Supplies	—	19,720	6,016	13,704
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>\$293,837</b>	<b>\$228,273</b>	<b>\$65,564</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>—</b>
Other Charges	—	21,000	10,580	10,420
Debt Service	—	—	—	—
Interagency Transfers	—	700,911	700,911	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>\$721,911</b>	<b>\$711,491</b>	<b>\$10,420</b>
Acquisitions	—	2,579	2,579	—
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>—</b>	<b>\$5,090,145</b>	<b>\$4,913,204</b>	<b>\$176,941</b>

## REVENUE COLLECTIONS/INCOME

## Fees &amp; Self-Generated

## 002 - Fees &amp; Self-Generated

Source	Commitment Item	Commitment Item Name	FY2019-2020 Actuals	FY-2021 Estimate	FY2021-2022 Projected	Over/Under Current Year Estimate
<b>SOURCE</b>						
CAMPAIGN FINANCE DISCL	4550030	LIC PERM & FEES-OTH	67,700	65,541	65,961	420
INTERFUND PY TRANS OUT	4830013	INT FUND PY TRAN OUT	(38,553)	—	—	—
LOBBYIST REGISTRATION	4550025	FEES-LOBBYISTREG	146,190	109,707	110,724	1,017
MISC COLLECTIONS	4520014	FINE&PEN-OTHER	(90)	—	—	—
SELF GENERATED COPY FEE	4550030	LIC PERM & FEES-OTH	133	250	256	6
<b>Total Collections/Income</b>			<b>\$175,380</b>	<b>\$175,498</b>	<b>\$176,941</b>	<b>\$1,443</b>
<b>TYPE</b>						
Expenditures Source of Funding Form (BR-6)			175,380	175,498	176,941	1,443
<b>Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>\$175,380</b>	<b>\$175,498</b>	<b>\$176,941</b>	<b>\$1,443</b>
<b>Difference in Total Collections/Income and Total Expenditures, Transfers and Carry Forwards to Next FY</b>			<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Justification of Differences**

**Form 3631 — 562 - 002 Fees & Self-Generated Revenue**

Question	Narrative Response
<b>Explain any transfers to other appropriations.</b>	N/A
<b>Break out INA by Source of Funding.</b>	Prior Year Actuals Campaign Finance: \$217,560 Ethics Fines: \$38,016 Anonymous Contributions: \$2,785 Lobbyist Late Filing Fees: \$28,371 Misc. Prior year return of appropriation: \$100 Misc. Fines & Penalties Assessed by Board: \$51,129 Misc. Attorney General 's Office Collections: \$194,491 Disclosure Fine :\$78,935
<b>Additional information or comments.</b>	N/A

## SCHEDULE OF REQUESTED EXPENDITURES

### 5621 - Administrative

#### Travel

FY2021-2022 Request	Description
25,336	Funding requested for in-state travel for board members meetings in B.R.
3,681	Funding requested for the Council on Governmental Ethics Law conference.
6,544	Funding requested to allow staff the ability to conduct investigations, litigate Campaign Finance issues, and provide informational presentations on the Code of Ethics, Campaign Finance and Lobbying Laws.
<b>\$35,561</b>	<b>Total Travel</b>

#### Operating Services

FY2021-2022 Request	Description
2,454	Funding requested for copy machine rentals.
7,158	Funding requested for dues and membership fees for various professional organizations.
58,968	Funding requested for maintenance and support of various software items.
716	Funding requested for oil changes, tire rotations, inspection sticker and unscheduled repairs to agency fleet vehicles.
2,126	Funding requested for the maintenance of copiers, fax and printer machines.
79,142	Funding requested for the purpose of complying with R.S. 42:1124.4 A(2).
1,226	Funding requested for utilities other than natural gas, electricity, or water and/or sewage; such as cable.
42,236	Funding requested for various agency subscriptions.
1,023	Funding requested for vehicle rentals.
42,587	Funding requested to cover the costs of a transcriptionist contract - Pilant Court Reporting and other various operating costs.
256	Funding requested to cover the costs of pre-hire drug screens.
153	Funding requested to cover the shredding and disposal of sensitive material.
511	Funding requested to purchase business cards, letterhead and pre-printed envelopes for agency correspondence.
<b>\$238,556</b>	<b>Total Operating Services</b>

**Supplies**

FY2021-2022 Request	Description
10,006	Funding requested for general office supplies used in the daily operations of the agency; such as paper, staples, pens, pencils, anything that is needed for office work.
3,068	Funding requested to gasoline, oil, lubricants and batteries used on the vehicles.
6,646	Funding requested to purchase specialized items used in the everyday operations of a computer which would include software, flash drives, etc.
<b>\$19,720</b>	<b>Total Supplies</b>

**Professional Services**

FY2021-2022 Request	Means of Financing	Description
100,000	State General Fund	
<b>\$100,000</b>		<b>Funding requested to engage the services of outside counsel to represent the Board of Ethics in litigation filed in state and/or federal court.</b>
<b>\$100,000</b>	<b>Total Professional Services</b>	

**Other Charges**

FY2021-2022 Request	Means of Financing	Description
10,420	Fees & Self-Generated	
10,580	State General Fund	
<b>\$21,000</b>		<b>Funding is requested for the Electronic Filing project.</b>
<b>\$21,000</b>	<b>Total Other Charges</b>	

**Interagency Transfers**

<b>FY2021-2022 Request</b>	<b>Means of Financing</b>	<b>Receiving Agency</b>	<b>Description</b>
16,432	State General Fund		
<b>\$16,432</b>		<b>OFFICE OF STATE POLICE</b>	<b>Funding is requested for the Department of Public Safety for Capitol Security service at the LaSalle Building.</b>
364,113	State General Fund		
<b>\$364,113</b>		<b>CS-DIV OF ADMINISTRATIVE LAW</b>	<b>Funding is requested for the Division of Administrative Law to support the Ethics Adjudicatory Board.</b>
143,347	State General Fund		
<b>\$143,347</b>		<b>FACILITY PLANNING AND CONTROL</b>	<b>Funding is requested for the Office of Facilities Corporation for rental of office space at the LaSalle building.</b>
30,456	State General Fund		
<b>\$30,456</b>		<b>OFFICE OF RISK MANAGEMENT</b>	<b>Funding is requested for the Office of Risk Management for insurance premiums.</b>
30,300	State General Fund		
<b>\$30,300</b>		<b>ADMINISTRATIVE SERVICES</b>	<b>Funding is requested for the Office of State Printing for various printing jobs, such as the printing of forms for elections.</b>
1,390	State General Fund		
<b>\$1,390</b>		<b>DOA-OFFICE OF ST PROCUREMENT</b>	<b>Funding is requested for the Office of State Procurement for purchasing, procurement and contract needs to aid the agency in meeting its goals and objectives.</b>
30,629	State General Fund		
<b>\$30,629</b>		<b>DOA-OFFICE OF TECHNOLOGY SVCS</b>	<b>Funding is requested for the Office of Technology Services for the exchange mailbox usage.</b>
64,904	State General Fund		
<b>\$64,904</b>		<b>OFF. TELECOMMUNICATIONS MGMT</b>	<b>Funding is requested for the Office of Telecommunications Management for telecommunications services.</b>

**Interagency Transfers** *(continued)*

FY2021-2022 Request	Means of Financing	Receiving Agency	Description
2,400	State General Fund		
<b>\$2,400</b>		<b>DIVISION OF ADMINISTRATION</b>	<b>Funding is requested for the Office of Uniform Payroll on a pro-rata share basis of payroll checks and EFT's processed for this agency.</b>
1,345	State General Fund		
<b>\$1,345</b>		<b>ST TREASURER OPERATING</b>	<b>Funding is requested for the State Treasury for the agency's share of the State's central depository banking cost.</b>
15,595	State General Fund		
<b>\$15,595</b>		<b>STATE CIVIL SERVICE</b>	<b>Funding is requested in accordance with LA R.S. 42:1383 and 42:1262, each agency is required to pay a pro-rata share of the cost of operations of the Louisiana Department of State Civil Service and the Comprehensive Public Training Program (CPTP).</b>
<b>\$700,911</b>	<b>Total Interagency Transfers</b>		

**Acquisitions**

FY2021-2022 Request	Means of Financing	New/Replacement	Acquisition Type	Quantity	Description
179	State General Fund				
<b>\$179</b>		<b>Replace</b>	<b>OTHER EQUIPMENT</b>	<b>1</b>	<b>Barcode Scanner</b>
2,400	State General Fund				
<b>\$2,400</b>		<b>Replace</b>	<b>OTHER EQUIPMENT</b>	<b>1</b>	<b>Desktop Scanner</b>
<b>\$2,579</b>	<b>Total Acquisitions</b>				

# Continuation Budget Adjustments

## AGENCY SUMMARY STATEMENT

### Total Agency

#### Means of Financing

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
STATE GENERAL FUND (Direct)	4,523,978	—	4,947	281,700	—	102,579	4,913,204
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—	—	—
FEES & SELF-GENERATED	175,498	—	1,443	—	—	—	176,941
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,699,476</b>	<b>—</b>	<b>\$6,390</b>	<b>\$281,700</b>	<b>—</b>	<b>\$102,579</b>	<b>\$5,090,145</b>

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
Fees & Self-Generated	175,498	—	1,443	—	—	—	176,941
<b>Total:</b>	<b>\$175,498</b>	<b>—</b>	<b>\$1,443</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Expenditures and Positions

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
Salaries	2,313,745	—	—	175,746	—	—	2,489,491
Other Compensation	52,278	—	—	—	—	—	52,278
Related Benefits	1,327,627	—	—	102,422	—	—	1,430,049
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,693,650</b>	<b>—</b>	<b>—</b>	<b>\$278,168</b>	<b>—</b>	<b>—</b>	<b>\$3,971,818</b>
Travel	34,778	—	783	—	—	—	35,561
Operating Services	229,851	—	5,173	3,532	—	—	238,556
Supplies	19,286	—	434	—	—	—	19,720
<b>TOTAL OPERATING EXPENSES</b>	<b>\$283,915</b>	<b>—</b>	<b>\$6,390</b>	<b>\$3,532</b>	<b>—</b>	<b>—</b>	<b>\$293,837</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>
Other Charges	21,000	—	—	—	—	—	21,000
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	700,911	—	—	—	—	—	700,911
<b>TOTAL OTHER CHARGES</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>
Acquisitions	—	—	—	—	—	2,579	2,579
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,699,476</b>	<b>—</b>	<b>\$6,390</b>	<b>\$281,700</b>	<b>—</b>	<b>\$102,579</b>	<b>\$5,090,145</b>
Classified	40	—	—	—	—	—	40
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>40</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2</b>

## CONTINUATION BUDGET ADJUSTMENTS - SUMMARIZED

### Form 1988 — FY22 Standard Inflation

#### Means of Financing

	Amount
STATE GENERAL FUND (Direct)	4,947
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	1,443
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$6,390</b>

#### Expenditures

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	783
Operating Services	5,173
Supplies	434
<b>TOTAL OPERATING EXPENSES</b>	<b>\$6,390</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$6,390</b>

#### Positions

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

Continuation Budget Adjustments - Summarized

Total Agency  
Request Type: COMPULSORY

**Form 3635 — 562 - Salaries and Related Benefits**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	278,168
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$278,168</b>

**Expenditures**

	Amount
Salaries	175,746
Other Compensation	—
Related Benefits	102,422
<b>TOTAL PERSONAL SERVICES</b>	<b>\$278,168</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$278,168</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

Continuation Budget Adjustments - Summarized

Total Agency  
Request Type: COMPULSORY

**Form 3636 — 562 - Operating Services**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	3,532
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$3,532</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	3,532
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,532</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,532</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Form 3637 — 562 - Legal Services**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	100,000
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$100,000</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$100,000</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$100,000</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Form 3672 — 562 - Acquisitions**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	2,579
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$2,579</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	2,579
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,579</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**5621 - Administrative**

**Means of Financing**

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
STATE GENERAL FUND (Direct)	4,523,978	—	4,947	281,700	—	102,579	4,913,204
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—	—	—
FEES & SELF-GENERATED	175,498	—	1,443	—	—	—	176,941
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,699,476</b>	<b>—</b>	<b>\$6,390</b>	<b>\$281,700</b>	<b>—</b>	<b>\$102,579</b>	<b>\$5,090,145</b>

Fees and Self-Generated

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
Fees & Self-Generated	175,498	—	1,443	—	—	—	176,941
<b>Total:</b>	<b>\$175,498</b>	<b>—</b>	<b>\$1,443</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>

Expenditures and Positions

Description	Existing Operating Budget as of 10/01/2020	Non-Recurring	Inflation	Compulsory	Workload	Other	FY2021-2022 Requested Continuation Level
Salaries	2,313,745	—	—	175,746	—	—	2,489,491
Other Compensation	52,278	—	—	—	—	—	52,278
Related Benefits	1,327,627	—	—	102,422	—	—	1,430,049
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,693,650</b>	<b>—</b>	<b>—</b>	<b>\$278,168</b>	<b>—</b>	<b>—</b>	<b>\$3,971,818</b>
Travel	34,778	—	783	—	—	—	35,561
Operating Services	229,851	—	5,173	3,532	—	—	238,556
Supplies	19,286	—	434	—	—	—	19,720
<b>TOTAL OPERATING EXPENSES</b>	<b>\$283,915</b>	<b>—</b>	<b>\$6,390</b>	<b>\$3,532</b>	<b>—</b>	<b>—</b>	<b>\$293,837</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>
Other Charges	21,000	—	—	—	—	—	21,000
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	700,911	—	—	—	—	—	700,911
<b>TOTAL OTHER CHARGES</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>
Acquisitions	—	—	—	—	—	2,579	2,579
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,699,476</b>	<b>—</b>	<b>\$6,390</b>	<b>\$281,700</b>	<b>—</b>	<b>\$102,579</b>	<b>\$5,090,145</b>
Classified	40	—	—	—	—	—	40
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>40</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2</b>

**CONTINUATION BUDGET ADJUSTMENTS - BY PROGRAM**

**Form 1988 — FY22 Standard Inflation**

**5621 - Administrative**

**Means of Financing**

	Amount
STATE GENERAL FUND (Direct)	4,947
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	1,443
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$6,390</b>

**Expenditures**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	783
Operating Services	5,173
Supplies	434
<b>TOTAL OPERATING EXPENSES</b>	<b>\$6,390</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$6,390</b>

**Positions**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

**Fees and Self-Generated**

	Amount
Fees & Self-Generated	1,443
<b>Total:</b>	<b>\$1,443</b>

**Statutory Dedications**

	Amount
<b>Total:</b>	<b>—</b>

**Supporting Detail**

**Means of Financing**

Description	Amount
Fees & Self-Generated	1,443
State General Fund	4,947
<b>Total:</b>	<b>\$6,390</b>

**Travel**

Commitment item	Name	Amount
5210020	IN-STATE TRAV-FIELD	144
5210025	IN-STATE TRV-BD MEM	558
5210055	OUT-OF-STTRV-CONF	81
<b>Total:</b>		<b>\$783</b>

**Operating Services**

Commitment item	Name	Amount
5310005	SERV-PRINTING	11
5310010	SERV-DUES & OTHER	158
5310011	SERV-SUBSCRIPTIONS	856
5310014	SERV-DRUG TESTING	6
5310017	SERV-DOC DESTRUCTION	3
5310400	SERV-MISC	937
5330016	MAINT-DATA PROC EQP	47
5330018	MAINT-AUTO REPAIRS	16
5330026	MAINT-SOFTWRE MTCE	561
5340020	RENT-EQUIPMENT	54
5340025	RENT-AUTOMOBILES	23
5340078	RENT-DATA-LIC SOFT	732
5350006	UTIL-MAIL/DEL/POST	1,575
5350008	UTIL-DEL UPS/FED EXP	167
5350012	UTIL-CABLE	27
<b>Total:</b>		<b>\$5,173</b>

**Supplies**

Commitment item	Name	Amount
5410001	SUP-OFFICE SUPPLIES	220
5410006	SUP-COMPUTER	146
5410022	SUP-FUELS/LUBRICANTS	68
<b>Total:</b>		<b>\$434</b>

**Form 3635 — 562 - Salaries and Related Benefits**

**5621 - Administrative**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	278,168
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$278,168</b>

**EXPENDITURES**

	Amount
Salaries	175,746
Other Compensation	—
Related Benefits	102,422
<b>TOTAL PERSONAL SERVICES</b>	<b>\$278,168</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$278,168</b>

**AUTHORIZED POSITIONS**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

Question	Narrative Response
<b>Explain the need for this request.</b>	The PEP - Payroll Projection Detail spreadsheet will provide the salary and related benefits information as of 9/20/2020. A manual adjustment was made to the LASERS and TRSL retirement rates as instructed in the FY 2021-2022 Budget Prep. Memo. Additionally, an adjustment was made to the Life Insurance contribution amount. The amount requested is the actual employer life insurance premiums as of 9/20/2020.
<b>Cite performance indicators for the adjustment.</b>	All performance indicators are effected.
<b>What would the impact be if this is not funded?</b>	N/A
<b>Is revenue a fixed amount or can it be adjusted?</b>	N/A
<b>Is the expenditure of these revenues restricted?</b>	N/A
<b>Additional information or comments.</b>	N/A

**Form 3636 — 562 - Operating Services**

**5621 - Administrative**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	3,532
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$3,532</b>

**EXPENDITURES**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	3,532
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,532</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,532</b>

**AUTHORIZED POSITIONS**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

Question	Narrative Response
<b>Explain the need for this request.</b>	This adjustment is to fund anticipated increases to various software licenses and subscriptions.
<b>Cite performance indicators for the adjustment.</b>	This request does not impact the performance indicators.
<b>What would the impact be if this is not funded?</b>	If not funded, the agency would not have adequate funding necessary for various contractual increases.
<b>Is revenue a fixed amount or can it be adjusted?</b>	Revenue can be adjusted based upon the recommended level of expenditure, but the expenditure is fixed.
<b>Is the expenditure of these revenues restricted?</b>	N/A
<b>Additional information or comments.</b>	N/A

**Form 3637 — 562 - Legal Services**

**5621 - Administrative**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	100,000
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$100,000</b>

**EXPENDITURES**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>\$100,000</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	—
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>
<b>TOTAL EXPENDITURES</b>	<b>\$100,000</b>

**AUTHORIZED POSITIONS**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

Question	Narrative Response
<b>Explain the need for this request.</b>	The funds are being requested to ensure there are sufficient funds available to the Ethics Administration Program to engage the services of outside counsel to represent the Board of Ethics in litigation filed in state or federal court.
<b>Cite performance indicators for the adjustment.</b>	N/A
<b>What would the impact be if this is not funded?</b>	If the legal services request is not funded, the stretched resources of the Ethics Administration Program would have to be reallocated from carrying out the agency's statutory responsibilities to cover such litigation expenses.
<b>Is revenue a fixed amount or can it be adjusted?</b>	Revenue can be adjusted based upon the recommended level of expenditure, but the expenditure is fixed.
<b>Is the expenditure of these revenues restricted?</b>	N/A
<b>Additional information or comments.</b>	N/A

**Form 3672 — 562 - Acquisitions**

**5621 - Administrative**

**MEANS OF FINANCING**

	Amount
STATE GENERAL FUND (Direct)	2,579
STATE GENERAL FUND BY:	—
INTERAGENCY TRANSFERS	—
FEES & SELF-GENERATED	—
STATUTORY DEDICATIONS	—
FEDERAL FUNDS	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$2,579</b>

**EXPENDITURES**

	Amount
Salaries	—
Other Compensation	—
Related Benefits	—
<b>TOTAL PERSONAL SERVICES</b>	<b>—</b>
Travel	—
Operating Services	—
Supplies	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>
Other Charges	—
Debt Service	—
Interagency Transfers	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>
Acquisitions	2,579
Major Repairs	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,579</b>

**AUTHORIZED POSITIONS**

	FTE
Classified	—
Unclassified	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>

Question	Narrative Response
<b>Explain the need for this request.</b>	The funds are being requested because the Ethics Administration is currently utilizing equipment that is 10 years or older. Some equipment is broken and no longer functional. The inability to scan documents hinders business operations of the agency and reduces productivity.
<b>Cite performance indicators for the adjustment.</b>	44418 : Number of reports and registrations filed 20392 : Number of reports and registrations filed in paper format
<b>What would the impact be if this is not funded?</b>	Without sufficient acquisition funding, Ethics Administration will continue to experience production delays and would not be able to replace old hardware equipment (scanners) which is essential for daily operations and training seminars.
<b>Is revenue a fixed amount or can it be adjusted?</b>	Revenue can be adjusted based upon the recommended level of expenditure, but the expenditure is fixed.
<b>Is the expenditure of these revenues restricted?</b>	N/A
<b>Additional information or comments.</b>	N/A

# Technical and Other Adjustments

## AGENCY SUMMARY STATEMENT

### Total Agency

Means of Financing	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in this Adjustment Package	FY2021-2022 Requested Realignment
STATE GENERAL FUND (Direct)	4,523,978	389,226	—	4,913,204
STATE GENERAL FUND BY:	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—
FEES & SELF-GENERATED	175,498	1,443	—	176,941
STATUTORY DEDICATIONS	—	—	—	—
FEDERAL FUNDS	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>\$5,090,145</b>
Salaries	2,313,745	175,746	—	2,489,491
Other Compensation	52,278	—	—	52,278
Related Benefits	1,327,627	102,422	—	1,430,049
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,693,650</b>	<b>\$278,168</b>	<b>—</b>	<b>\$3,971,818</b>
Travel	34,778	783	—	35,561
Operating Services	229,851	8,705	—	238,556
Supplies	19,286	434	—	19,720
<b>TOTAL OPERATING EXPENSES</b>	<b>\$283,915</b>	<b>\$9,922</b>	<b>—</b>	<b>\$293,837</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$100,000</b>	<b>—</b>	<b>\$100,000</b>
Other Charges	21,000	—	—	21,000
Debt Service	—	—	—	—
Interagency Transfers	700,911	—	—	700,911
<b>TOTAL OTHER CHARGES</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>
Acquisitions	—	2,579	—	2,579
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>\$2,579</b>	<b>—</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>\$5,090,145</b>
<b>Classified</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>40</b>
<b>Unclassified</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>40</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>2</b>

**PROGRAM BREAKOUT**

<b>Means of Financing</b>	<b>Requested in this Adjustment Package</b>	<b>5621 Administrative</b>
STATE GENERAL FUND (Direct)	—	—
STATE GENERAL FUND BY:	—	—
INTERAGENCY TRANSFERS	—	—
FEES & SELF-GENERATED	—	—
STATUTORY DEDICATIONS	—	—
FEDERAL FUNDS	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>—</b>	<b>—</b>
Salaries	—	—
Other Compensation	—	—
Related Benefits	—	—
<b>TOTAL SALARIES</b>	<b>—</b>	<b>—</b>
Travel	—	—
Operating Services	—	—
Supplies	—	—
<b>TOTAL OPERATING EXPENSES</b>	<b>—</b>	<b>—</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>
Other Charges	—	—
Debt Service	—	—
Interagency Transfers	—	—
<b>TOTAL OTHER CHARGES</b>	<b>—</b>	<b>—</b>
Acquisitions	—	—
Major Repairs	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>—</b>
<b>TOTAL EXPENDITURES &amp; REQUEST</b>	<b>—</b>	<b>—</b>
<b>Classified</b>	<b>—</b>	<b>—</b>
<b>Unclassified</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>—</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**5621 - Administrative**

Means of Financing	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in this Adjustment Package	FY2021-2022 Requested Realignment
STATE GENERAL FUND (Direct)	4,523,978	389,226	—	4,913,204
STATE GENERAL FUND BY:	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—
FEEs & SELF-GENERATED	175,498	1,443	—	176,941
STATUTORY DEDICATIONS	—	—	—	—
FEDERAL FUNDS	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>\$5,090,145</b>
Salaries	2,313,745	175,746	—	2,489,491
Other Compensation	52,278	—	—	52,278
Related Benefits	1,327,627	102,422	—	1,430,049
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,693,650</b>	<b>\$278,168</b>	<b>—</b>	<b>\$3,971,818</b>
Travel	34,778	783	—	35,561
Operating Services	229,851	8,705	—	238,556
Supplies	19,286	434	—	19,720
<b>TOTAL OPERATING EXPENSES</b>	<b>\$283,915</b>	<b>\$9,922</b>	<b>—</b>	<b>\$293,837</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$100,000</b>	<b>—</b>	<b>\$100,000</b>
Other Charges	21,000	—	—	21,000
Debt Service	—	—	—	—
Interagency Transfers	700,911	—	—	700,911
<b>TOTAL OTHER CHARGES</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>
Acquisitions	—	2,579	—	2,579
Major Repairs	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>\$2,579</b>	<b>—</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>\$5,090,145</b>
<b>Classified</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>40</b>
<b>Unclassified</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>40</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>2</b>

# New or Expanded Requests

## AGENCY SUMMARY STATEMENT

### Total Agency

Means of Financing and Expenditures	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in Technical/Other Package	FY2021-2022 Requested New/Expanded	FY2021-2022 Requested Realignment
STATE GENERAL FUND (Direct)	4,523,978	389,226	—	—	4,913,204
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—
FEES & SELF-GENERATED	175,498	1,443	—	—	176,941
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>
Salaries	2,313,745	175,746	—	—	2,489,491
Other Compensation	52,278	—	—	—	52,278
Related Benefits	1,327,627	102,422	—	—	1,430,049
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,693,650</b>	<b>\$278,168</b>	<b>—</b>	<b>—</b>	<b>\$3,971,818</b>
Travel	34,778	783	—	—	35,561
Operating Services	229,851	8,705	—	—	238,556
Supplies	19,286	434	—	—	19,720
<b>TOTAL OPERATING EXPENSES</b>	<b>\$283,915</b>	<b>\$9,922</b>	<b>—</b>	<b>—</b>	<b>\$293,837</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$100,000</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>
Other Charges	21,000	—	—	—	21,000
Debt Service	—	—	—	—	—
Interagency Transfers	700,911	—	—	—	700,911
<b>TOTAL OTHER CHARGES</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>
Acquisitions	—	2,579	—	—	2,579
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>\$2,579</b>	<b>—</b>	<b>—</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>
Classified	40	—	—	—	40
Unclassified	—	—	—	—	—
TOTAL AUTHORIZED T.O. POSITIONS	40	—	—	—	40
TOTAL AUTHORIZED OTHER CHARGES POSITIONS	—	—	—	—	—
TOTAL NON-T.O. FTE POSITIONS	2	—	—	—	2

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in Technical/Other Package	FY2021-2022 Requested New/Expanded	FY2021-2022 Requested Realignment
Fees & Self-Generated	175,498	1,443	—	—	176,941
<b>Total:</b>	<b>\$175,498</b>	<b>\$1,443</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in Technical/Other Package	FY2021-2022 Requested New/Expanded	FY2021-2022 Requested Realignment
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**5621 - Administrative**

Means of Financing and Expenditures	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in Technical/Other Package	FY2021-2022 Requested New/Expanded	FY2021-2022 Requested Realignment
STATE GENERAL FUND (Direct)	4,523,978	389,226	—	—	4,913,204
STATE GENERAL FUND BY:	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—
FEES & SELF-GENERATED	175,498	1,443	—	—	176,941
STATUTORY DEDICATIONS	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>
Salaries	2,313,745	175,746	—	—	2,489,491
Other Compensation	52,278	—	—	—	52,278
Related Benefits	1,327,627	102,422	—	—	1,430,049
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,693,650</b>	<b>\$278,168</b>	<b>—</b>	<b>—</b>	<b>\$3,971,818</b>
Travel	34,778	783	—	—	35,561
Operating Services	229,851	8,705	—	—	238,556
Supplies	19,286	434	—	—	19,720
<b>TOTAL OPERATING EXPENSES</b>	<b>\$283,915</b>	<b>\$9,922</b>	<b>—</b>	<b>—</b>	<b>\$293,837</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>\$100,000</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>
Other Charges	21,000	—	—	—	21,000
Debt Service	—	—	—	—	—
Interagency Transfers	700,911	—	—	—	700,911
<b>TOTAL OTHER CHARGES</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>
Acquisitions	—	2,579	—	—	2,579
Major Repairs	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>—</b>	<b>\$2,579</b>	<b>—</b>	<b>—</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>
Classified	40	—	—	—	40
Unclassified	—	—	—	—	—
TOTAL AUTHORIZED T.O. POSITIONS	40	—	—	—	40
TOTAL AUTHORIZED OTHER CHARGES POSITIONS	—	—	—	—	—
TOTAL NON-T.O. FTE POSITIONS	2	—	—	—	2

**Fees and Self-Generated**

Description	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in Technical/Other Package	FY2021-2022 Requested New/Expanded	FY2021-2022 Requested Realignment
Fees & Self-Generated	175,498	1,443	—	—	176,941
<b>Total:</b>	<b>\$175,498</b>	<b>\$1,443</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>

**Statutory Dedications**

Description	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustment	FY2021-2022 Requested in Technical/Other Package	FY2021-2022 Requested New/Expanded	FY2021-2022 Requested Realignment
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>



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# Total Request Summary

**AGENCY SUMMARY STATEMENT**

**Total Agency**

**Means of Financing**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
STATE GENERAL FUND (Direct)	4,059,348	4,523,978	389,226	—	—	4,913,204	389,226
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—	—	—
FEES & SELF-GENERATED	175,380	175,498	1,443	—	—	176,941	1,443
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>	<b>\$390,669</b>

**Fees and Self-Generated**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
Fees & Self-Generated	175,380	175,498	1,443	—	—	176,941	1,443
<b>Total:</b>	<b>\$175,380</b>	<b>\$175,498</b>	<b>\$1,443</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>	<b>\$1,443</b>

**Statutory Dedications**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Expenditures and Positions

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
Salaries	2,221,634	2,313,745	175,746	—	—	2,489,491	175,746
Other Compensation	35,995	52,278	—	—	—	52,278	—
Related Benefits	1,243,598	1,327,627	102,422	—	—	1,430,049	102,422
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,501,227</b>	<b>\$3,693,650</b>	<b>\$278,168</b>	<b>—</b>	<b>—</b>	<b>\$3,971,818</b>	<b>\$278,168</b>
Travel	22,314	34,778	783	—	—	35,561	783
Operating Services	155,348	229,851	8,705	—	—	238,556	8,705
Supplies	17,355	19,286	434	—	—	19,720	434
<b>TOTAL OPERATING EXPENSES</b>	<b>\$195,017</b>	<b>\$283,915</b>	<b>\$9,922</b>	<b>—</b>	<b>—</b>	<b>\$293,837</b>	<b>\$9,922</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>
Other Charges	17,050	21,000	—	—	—	21,000	—
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	478,453	700,911	—	—	—	700,911	—
<b>TOTAL OTHER CHARGES</b>	<b>\$495,503</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>	<b>—</b>
Acquisitions	42,981	—	2,579	—	—	2,579	2,579
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$42,981</b>	<b>—</b>	<b>\$2,579</b>	<b>—</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>	<b>\$390,669</b>
Classified	40	40	—	—	—	40	—
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>40</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2</b>	<b>—</b>

**PROGRAM SUMMARY STATEMENT**

**5621 - Administrative**

**Means of Financing**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
STATE GENERAL FUND (Direct)	4,059,348	4,523,978	389,226	—	—	4,913,204	389,226
STATE GENERAL FUND BY:	—	—	—	—	—	—	—
INTERAGENCY TRANSFERS	—	—	—	—	—	—	—
FEES & SELF-GENERATED	175,380	175,498	1,443	—	—	176,941	1,443
STATUTORY DEDICATIONS	—	—	—	—	—	—	—
FEDERAL FUNDS	—	—	—	—	—	—	—
<b>TOTAL MEANS OF FINANCING</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>	<b>\$390,669</b>

**Fees and Self-Generated**

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
Fees & Self-Generated	175,380	175,498	1,443	—	—	176,941	1,443
<b>Total:</b>	<b>\$175,380</b>	<b>\$175,498</b>	<b>\$1,443</b>	<b>—</b>	<b>—</b>	<b>\$176,941</b>	<b>\$1,443</b>

Expenditures and Positions

Description	FY2019-2020 Actuals	Existing Operating Budget as of 10/01/2020	FY2021-2022 Requested Continuation Adjustments	FY2021-2022 Requested in Technical/Other Adjustments	FY2021-2022 Requested New or Expanded Adjustments	FY2021-2022 Total Request	Over/Under EOB
Salaries	2,221,634	2,313,745	175,746	—	—	2,489,491	175,746
Other Compensation	35,995	52,278	—	—	—	52,278	—
Related Benefits	1,243,598	1,327,627	102,422	—	—	1,430,049	102,422
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,501,227</b>	<b>\$3,693,650</b>	<b>\$278,168</b>	<b>—</b>	<b>—</b>	<b>\$3,971,818</b>	<b>\$278,168</b>
Travel	22,314	34,778	783	—	—	35,561	783
Operating Services	155,348	229,851	8,705	—	—	238,556	8,705
Supplies	17,355	19,286	434	—	—	19,720	434
<b>TOTAL OPERATING EXPENSES</b>	<b>\$195,017</b>	<b>\$283,915</b>	<b>\$9,922</b>	<b>—</b>	<b>—</b>	<b>\$293,837</b>	<b>\$9,922</b>
<b>PROFESSIONAL SERVICES</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>—</b>	<b>—</b>	<b>\$100,000</b>	<b>\$100,000</b>
Other Charges	17,050	21,000	—	—	—	21,000	—
Debt Service	—	—	—	—	—	—	—
Interagency Transfers	478,453	700,911	—	—	—	700,911	—
<b>TOTAL OTHER CHARGES</b>	<b>\$495,503</b>	<b>\$721,911</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$721,911</b>	<b>—</b>
Acquisitions	42,981	—	2,579	—	—	2,579	2,579
Major Repairs	—	—	—	—	—	—	—
<b>TOTAL ACQ. &amp; MAJOR REPAIRS</b>	<b>\$42,981</b>	<b>—</b>	<b>\$2,579</b>	<b>—</b>	<b>—</b>	<b>\$2,579</b>	<b>\$2,579</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,234,728</b>	<b>\$4,699,476</b>	<b>\$390,669</b>	<b>—</b>	<b>—</b>	<b>\$5,090,145</b>	<b>\$390,669</b>
Classified	40	40	—	—	—	40	—
Unclassified	—	—	—	—	—	—	—
<b>TOTAL AUTHORIZED T.O. POSITIONS</b>	<b>40</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>40</b>	<b>—</b>
<b>TOTAL AUTHORIZED OTHER CHARGES POSITIONS</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>TOTAL NON-T.O. FTE POSITIONS</b>	<b>2</b>	<b>2</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>2</b>	<b>—</b>



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# Addenda

# SUNSET REVIEW

LEGISLATIVELY AUTHORIZED ACTIVITIES CURRENTLY UNFUNDED  
 Agency: ETHICS ADMINISTRATION Program: ADMINISTRATION

SRBRA  
 (8/19)

ACTIVITY	LEGAL CITATION AND YEAR	IF FUNDED IN PAST, WHEN AND WHY WAS FUNDING ELIMINATED	FUNDING REQUESTED IN PRIOR YEARS?	ESTIMATED COST BY MEANS OF FINANCE	FIRST YEAR COST	SECOND YEAR COST
Not Applicable				GENERAL FUND (DIRECT)		
				GENERAL FUND BY:		
				INTERAGENCY TRANSFER		
				FEES & SELF-GENERATED		
				STATUTORY DEDICATION		
				FEDERAL		
				TOTAL	\$0	\$0

ACTIVITY	LEGAL CITATION AND YEAR	IF FUNDED IN PAST, WHEN AND WHY WAS FUNDING ELIMINATED	FUNDING REQUESTED IN PRIOR YEARS?	ESTIMATED COST BY MEANS OF FINANCE	FIRST YEAR COST	SECOND YEAR COST
				GENERAL FUND (DIRECT)		
				GENERAL FUND BY:		
				INTERAGENCY TRANSFER		
				FEES & SELF-GENERATED		
				STATUTORY DEDICATION		
				FEDERAL		
				TOTAL	\$0	\$0

ACTIVITY	LEGAL CITATION AND YEAR	IF FUNDED IN PAST, WHEN AND WHY WAS FUNDING ELIMINATED	FUNDING REQUESTED IN PRIOR YEARS?	ESTIMATED COST BY MEANS OF FINANCE	FIRST YEAR COST	SECOND YEAR COST
				GENERAL FUND (DIRECT)		
				GENERAL FUND BY:		
				INTERAGENCY TRANSFER		
				FEES & SELF-GENERATED		
				STATUTORY DEDICATION		
				FEDERAL		
				TOTAL	\$0	\$0

# **INFORMATION TECHNOLOGY**

DEPARTMENT	PRIOR YEAR ACTUAL 2019-2020	OPERATING BUDGET 2020-2021
<b>ETHICS ADMINISTRATION</b>		
<b>MEANS OF FINANCING</b>		
STATE GENERAL FUND (Direct)	\$445,625	\$437,756
INTERAGENCY TRANSFERS		
FEES & SELF-GENERATED REVENUES		
STATUTORY DEDICATIONS		
FEDERAL FUNDS		
<b>TOTAL MEANS OF FINANCING</b>	<b>\$445,625</b>	<b>\$437,756</b>

<b>EXPENDITURES AND REQUESTS</b>		
<i>PERSONAL SERVICES</i>		
Salaries	\$238,157	\$243,235
Other Compensation	\$0	\$0
Related Benefits	\$125,097	\$128,485
<b>TOTAL PERSONAL SERVICES</b>	<b>\$363,254</b>	<b>\$371,720</b>
<i>OPERATING EXPENSES</i>		
Software Licensing	\$18,475	\$32,539
Software Maintenance	\$15,956	\$24,918
Hardware Rentals, Leases, or Financing		
Hardware Maintenance		\$2,079
Data Lines and Circuits		
Contract Services		
Travel		
Supplies	\$5,306	\$6,500
Other (Specify)		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$39,737</b>	<b>\$66,036</b>
<b>TOTAL PROFESSIONAL SERVICES</b>		
<i>ACQUISITIONS AND MAJOR REPAIRS</i>		
Hardware Acquisitions	\$42,634	\$0
Major Repairs		
<b>TOTAL ACQUISITIONS &amp; MAJOR REPAIRS</b>	<b>\$42,634</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES AND REQUESTS</b>	<b>\$445,625</b>	<b>\$437,756</b>

Job Function	Worker Type			Worker Type		
	Perm IT	Other	Contract	Perm IT	Other	Contract
	T.O.			T.O.		
Infrastructure	1.00			1.00		
Application Development	1.00			1.00		
Management/Administration	1.00			1.00		
Vacant						
<b>TOTAL FTEs by Worker Type</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FTEs by Year</b>	<b>3.00</b>			<b>3.00</b>		





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