



THE MISSISSIPPI STATE BOARD OF ARCHITECTURE
LANDSCAPE ARCHITECTURE + INTERIOR DESIGN ADVISORY COMMITTEES

2019

Annual Report

JANUARY 16, 2019

John Cothron
Executive Director
2 Professional Parkway, #2B
Ridgeland, MS 39157
www.msboa.ms.gov
601-856-4652 (main)
601-856-6760 (direct)

MISSISSIPPI STATE BOARD OF ARCHITECTURE

2019 ANNUAL REPORT

ANNUAL REPORT

Miss. Code Ann. Section 73-1-37 provides that the Mississippi State Board of Architecture (MSBOA) shall submit an annual report to the Governor in January, to include a complete statement of the receipts and expenditures of the Board. The details of expenditures and revenues are provided in the Board's FY20 budget request, the most relevant portions of which are included in this report.

EXECUTIVE SUMMARY

- The MSBOA was established in 1928 in order to safeguard the life, health and property of the public. The Landscape Architecture Advisory Committee (LAAC) and the Interior Design Advisory Committee (IDAC) were established in 1973 and 2011, respectively, as advisory committees to the Board of Architecture.
- The Board protects the public by establishing registration, certification and practice requirements for all licensed architects, landscape architects, and certified interior designers, ensuring that all registrants meet these requirements, and disciplining registrants who do not adhere to Mississippi's statutes and regulations.
- Regulating the design professions is essential to ensuring that individuals designing structures or sites for human use or habitation have the necessary training and skills to do so safely.
- The Board supports itself financially by collecting licensing and renewal fees from applicants for registration and certification and does not receive General Fund appropriations. MSBOA seeks to essentially break-even through a two-year income cycle.
- MSBOA also works with its counterparts in other states and with the national credentialing and examination organizations to facilitate registration for its registrants across the country and to take an active part in the development of the examinations required for professional registration or certification.

BOARD OF ARCHITECTURE

MSBOA is composed of five members appointed by the Governor. Each member holds office for five years or is held over until the appointment of his or her successor. A member of the MSBOA must be a licensed architect in Mississippi, a resident of this state, and must have been engaged in the practice of architecture for at least seven (7) years.

Gregory Durrell, President	Jackson	Term Ends: July 1, 2020
Heath Perry, Secretary/Treasurer	Biloxi	Term Ends: June 1, 2021
Larry Bishop	Flowood	Term Ends: May 31, 2022
Michael A. Boerner	Jackson	Term Ends: Held Over
Richard McNeel	Jackson	Term Ends: May 30, 2019

LANDSCAPE ARCHITECTURE ADVISORY COMMITTEE

The Landscape Architecture Advisory Committee (LAAC) consists of five members appointed by the Governor from a list of nominees supplied by the Mississippi Chapter of the American Society of Landscape Architects (ASLA). Each member holds office for five years or is held over until the appointment of his or her successor.

Christopher B. Hoffman, Chair	Clinton	Term Ends: July 12, 2019
Temple W. Barry, Secretary	Jackson	Term Ends: Held Over
Frank D. Alley	Jackson	Term Ends: Held Over
James A. Jackson	Jackson	Term Ends: Held Over
Robert P. Mercier	Tupelo	Term Ends: Held Over

INTERIOR DESIGN ADVISORY COMMITTEE

The Interior Design Advisory Committee (IDAC) consists of five members appointed by the Governor from nominees provided by the Mississippi Coalition for Interior Design. Each member holds office for five years or is held over until the appointment of his or her successor.

Beth R. Miller, Chair	Starkville	Term Ends: Held Over
Deborah M. Holstein, Secretary	Biloxi	Term Ends: June 1, 2019
Demmie Dunaway	Clinton	Term Ends: June 1, 2022
Sheryl G. Fox	Jackson	Term Ends: Held Over
Alvis E. Lawson	Bay St. Louis	Term Ends: Held Over

ABOUT THE AGENCY

MSBOA is a consolidation of three regulatory bodies: The Board of Architecture, the Landscape Architecture Advisory Committee, and the Interior Design Advisory Committee. Collectively, the agency is referred to as MSBOA. This structure allows the agency to operate at optimal efficiency. MSBOA employs two full-time employees who are assisted by contracted attorneys and a contracted private investigator. The Board of Architecture meets at least quarterly, while both the Landscape Architecture Advisory Committee and the Interior Design Advisory Committee meet two to four times per year.

MISSION STATEMENT

The mission of MSBOA is to protect the public's life, health and property through the regulation of the professions of architecture, landscape architecture and certified interior design.

AGENCY PHILOSOPHY

MSBOA will strive for efficiency and quality throughout the organization by:

- Ensuring that registrants meet minimum standards of competency through education, experience, and examination.

- Requiring licensure on the part of any person practicing or offering to practice architecture or landscape architecture.
- Requiring certification for any person using the title Mississippi Certified Interior Designer.
- Establishing standards of practice and codes of conduct and regulating in the least restrictive manner possible.
- Enforcing the laws, rules, and regulations governing title use and professional practice in a fair and consistent manner.
- Empowering the public, allied professionals and local building officials by providing education and information.

VALUES

- Service Oriented
 - MSBOA will remain focused on and committed to serving the public as a regulatory and consumer protection agency.
- Professional
 - MSBOA will provide quality and efficient service in a courteous and professional manner, treating all clients with dignity and respect.
- Progressive
 - MSBOA will make full use of current technology and best practices.
- Principled
 - MSBOA will serve the public earnestly and ethically.
- Stewardship
 - MSBOA will be a good steward of the resources entrusted to it.
- Collaborative
 - MSBOA will cultivate a mutually beneficial relationship with allied state, regional and national organizations and agencies.

GOALS

- Professional Licensure/Certification
 - Ensure, through a thorough and efficient process, that any individual obtaining licensure, certification or renewal has the necessary skills and knowledge to practice.
- Public Protection, Safety and Well-Being
 - Enforce laws, rules and regulations in order to protect the public.
- Outreach and Collaboration
 - Increase public and professional awareness of MSBOA and its mission, activities, programs and services.
- Organizational Effectiveness
 - MSBOA will continue to ensure and improve effectiveness and efficiency.

PROTECTION OF LIFE, HEALTH AND PROPERTY

Members of the public use buildings and outdoor spaces every day - from churches to schools, office buildings to parks. They have no control over or knowledge of the design of those spaces.

The public deserves reasonable assurance that these spaces are designed and constructed with safety in mind, and by qualified professionals.

State-level regulation of the practices of architecture, landscape architecture and certified interior design is critical.

RELEVANT STATEWIDE GOALS AND PHILOSOPHIES

- Protect the safety and well-being of the state's citizenry.

- To ensure the construction and maintenance of infrastructure (including roadways, waterways, railways, airports, water and sewer systems, pipelines, electricity lines, broadband connections, public buildings) is adequate to meet the needs of citizens and the business community and to foster economic growth.
- To protect Mississippians from risks to public health and to provide them with the health-related information and access to quality healthcare necessary to increase the length and quality of their lives.
- To ensure that current and future generations have access to the state’s abundant natural resources through restoration, protection, conservation, and wise development of those resources.
- Practicing accountability and transparency at every level of government.
- Placing ultimate value on efficiency and effectiveness of government services.

DID YOU KNOW?

- The service provided by MSBOA – protection of the public’s life, health and property – is critical. The potential price of incompetence by one designing a building or an outdoor site/project is injury or death, financial loss, and/or loss of property. For this reason, all 50 U.S. states require registration for architects and landscape architects. 27 U.S. jurisdictions have some form of regulation for interior designers.
- MSBOA has focused very specifically on efficiency. Over 90% of MSBOA’s licensure services are submitted online, and applications are processed within 3 weeks. Additionally, most historical files have been transitioned to a paperless licensing system.
- Other examples of efficiency include paperless board meetings, electronic application approval, a website full of in-depth information and online services, and in-house bookkeeping/budgeting by staff (tasks performed by staff members who spend 90% of their time on board-specific duties such as licensure and regulation).
- As a special fund agency with a lean budget, MSBOA’s finances are highly transparent, which supports accountability. Transparency is further enhanced by other levels of state oversight and interaction such as the Legislative Budget Office, the appropriations and budgeting process, appearances before budget sub-committees, the Department of Finance and Administration, and the Office of the State Auditor.
- MSBOA members serve and have served at the highest level for the national examination and credentialing organizations, thereby giving Mississippi a seat at the table as major decisions were made regarding professional education, training, examination, and reciprocal licensure. Members and staff volunteer in these roles, and, although Mississippi is not responsible for the travel expenses related to the national and regional officer positions, the state benefits greatly from these opportunities to guide critical decisions that impact applicants, interns, and registrants in the state.
- MSBOA’s FY 2017 audit by the Office of the State Auditor revealed only three minor findings—two findings regarding the agency’s clearing account, which has since been closed, and one finding regarding mileage reimbursement. Corrective action has been taken to address these findings. The results of this audit confirm that MSBOA is an efficient and well-managed agency that takes its fiduciary responsibilities seriously.

BUDGET

	FY18 Actual	FY19 Estimate	FY20 Request
Salaries/Wages/Fringe Benefits	\$176,239	\$159,894	\$158,582
Travel	26,834	33,000	33,000
Contractual Services	114,113	150,719	151,412
Commodities	11,862	9,000	9,000
Capital Outlay/Equipment	0	1,000	1,000
Total	\$329,048	\$353,613	\$352,994

SPECIAL FUND/BREAK-EVEN PLANNING

MSBOA seeks to essentially break-even through the two-year income cycle (see Revenue, below). The agency strives to retain approximately one year of operating expenses at the lowest point in the fund balance, which occurs just prior the renewal season in the fall of each odd calendar year. MSBOA takes a long look - 10 years out - to manage this break-even funding ideal. Long-range planning has allowed MSBOA to keep any fee increases to 10-year intervals, and then only as needed.

REVENUE

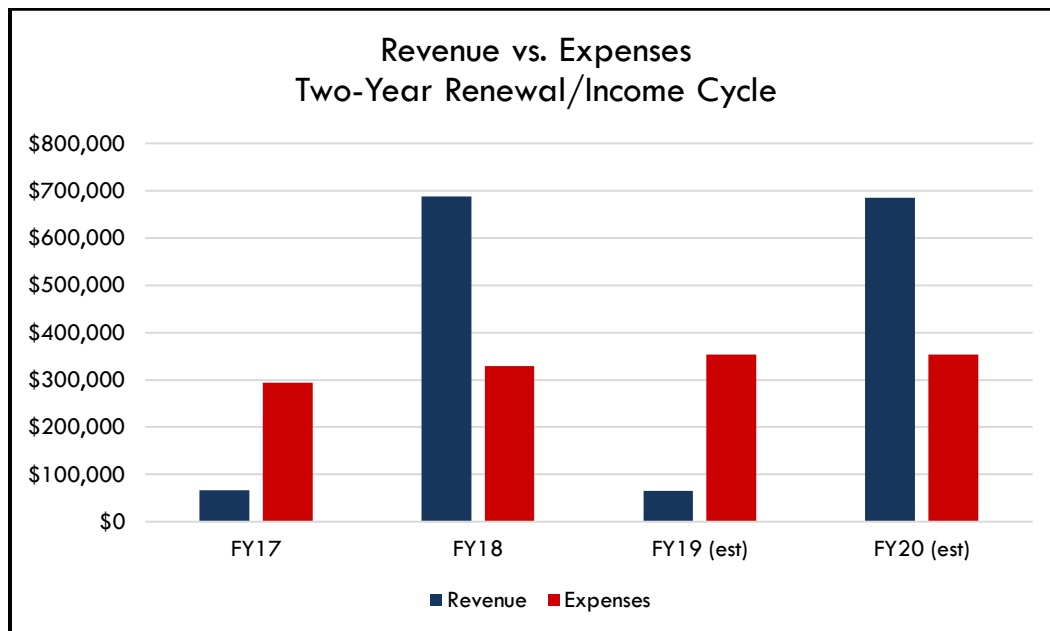
Revenue by Fiscal Year

FY17	\$66,893 (actual)
FY18	\$687,495 (actual)
FY19	\$65,000 (estimate)
FY20	\$685,000 (estimate)

Two-Year Income Cycle

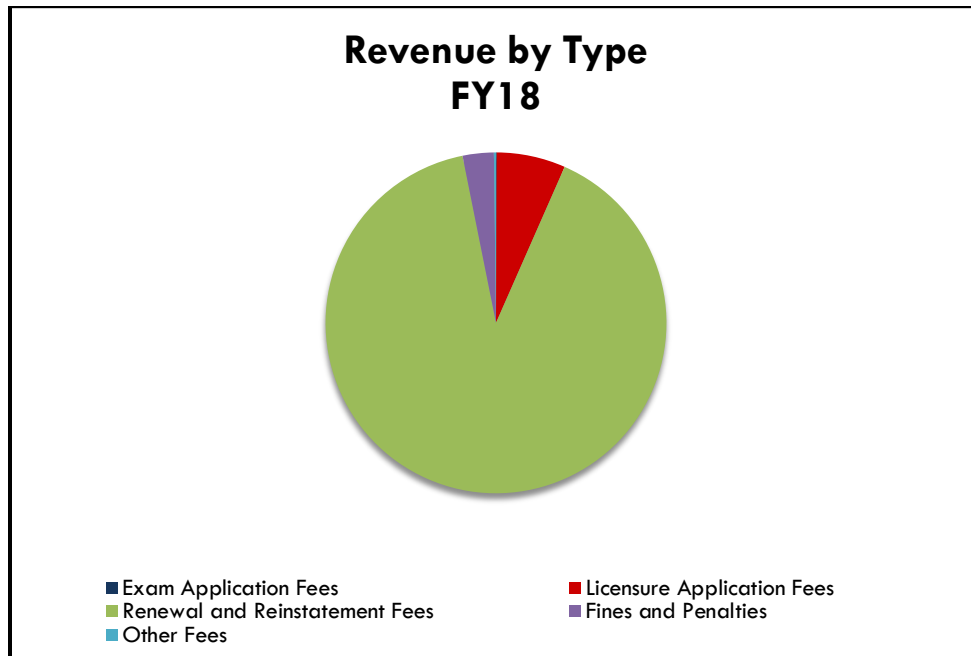
MSBOA operates within a two-year income cycle because registrants renew every other year. Renewal fees are realized in even numbered fiscal years, thus revenue is much higher in those fiscal years. Consequently, expenditures, which remain somewhat constant year-to-year, exceed revenue during odd numbered fiscal years.

80% of MSBOA's revenue is from renewals which occur in even numbered fiscal years.



SOURCE OF REVENUE

Approximately 80% of MSBOA's revenue is from out-of-state registrants and is mainly derived from renewals.



LICENSURE BY TYPE AND LOCATION

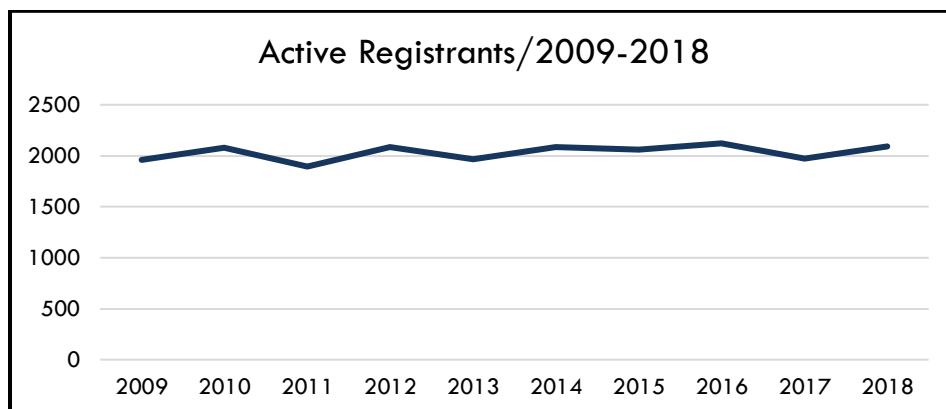
Figures are as of December 31, 2018.

75% of MSBOA's registrants are from out-of-state, while 25% reside in Mississippi.

	Architects	Landscape Arch.	Interior Designers	Total
Resident	370	104	44	518 (25%)
Non-Resident	1,418	149	8	1,575 (75%)
Total	1,788	253	52	2,093
Percentage	85%	12%	3%	

LICENSURE BY YEAR (AT CALENDAR YEAR-END)

The number of active license holders fluctuates within the two-year licensure cycle, but generally averages around 2,000 licensees.



AGENCY PERFORMANCE MEASURES

	FY18 Actual	FY19 Estimate	FY20 Projected
Program Outputs			
Number of Outreach/Educational Presentations	8	9	9
Number of Complaints Received	21	18	20
Number of New Licenses Granted	107	115	115
Number of Licenses/Certificates Renewed	1,943	10	2,000
Number of Licenses/Certificates Reinstated	12	20	20
Program Efficiencies			
Percentage of accepted continuing education audits	100%	NA	85%
Percentage of renewals processed online	100%	85%	85%
Percentage of new applications processed online	94%	85%	85%
Percentage of completed applications free of eligibility issues processed within 3 weeks	100%	85%	85%

PATHWAYS TO LICENSURE

Architects and Landscape Architects

MSBOA offers two pathways to licensure for architecture and landscape architecture applicants:

Initial Licensure by Examination - A candidate must obtain an accredited or approved professional practice degree, complete the internship requirements (architects only), and pass the professional licensure examination.

Reciprocal Licensure - An individual who has become initially licensed by another jurisdiction (by passage of the national registration examination) may apply as a reciprocal applicant. The applicant must provide a verified (certified) record from the requisite national credentialing organization which will provide documentation that the applicant has met Mississippi's licensure requirements.

Certified Interior Designers

Interior designers are certified through a direct registration process. This process considers their education, training and examination, without regard to licensure or certification in other states.

National Examinations

For all three professions, the professional examination required for licensure or certification in Mississippi is accepted by all U.S. jurisdictions in support of licensure. Once an individual has passed all sections of the examination, re-testing is not required to gain subsequent licensure in other jurisdictions.

Continuing Education

Following licensure or certification, continuing education requirements help assure that practitioners maintain or expand their skills and knowledge and stay abreast of new developments in their profession.

ANTI-TRUST AWARENESS/SAFEGUARDS

Recent events in the country have highlighted the fact that the responsibility of occupational and professional licensing boards is to protect the public – not the professions. MSBOA members are well-aware of their responsibilities in this regard. Upon appointment, members are provided with one-on-

one member training to stress this very fact. MSBOA receives oversight of all decisions – both regulatory and rulemaking – by a Special Assistant Attorney General. Additionally, rule revisions are reviewed by Mississippi’s Occupational Licensing Review Commission.

RULEMAKING

MSBOA reviews rules annually in an effort to remain current and relative to today’s practice. Rule revisions for each profession are crafted by the five-member board or committee, with oversight from a Special Assistant Attorney General, and by the Occupational Licensing Review Commission. Additional legal counsel is provided by an attorney with more than 30 years of experience with MSBOA and in the construction and design industry.

After final approval and adoption by MSBOA, rule revisions are provided to all registrants by electronic-mail with a request for comment or concerns. The revisions mark-up is also posted on the MSBOA website and on the Secretary of State’s Administrative Bulletin. Comments from licensees or the public are encouraged and may lead to further revisions.

PROACTIVE REGULATION THROUGH OUTREACH

MSBOA is committed to providing architects, landscape architects, interior designers, students, interns, building officials and allied professionals with educational opportunities, and presents information to these groups on a regular basis. In doing so, MSBOA strives to prevent violations, and any resulting disciplinary actions. MSBOA’s goal is safe practice – protection of the public’s life, health and property. It is better to prevent violations than to adjudicate them.

REGULATION AND ENFORCEMENT

The MSBOA complaint process ensures due process for the accused. With oversight from a Special Assistant Attorney General, and in compliance with state law, MSBOA receives complaints and adjudicates cases. The board, through an investigative committee, investigates all charges received, and determines if there is reasonable cause and sufficient evidence to warrant disciplinary action. If so, and charges result, the accused practitioner receives a notice outlining all charges, as well as the practitioner’s right to a hearing before the Board. Hearings are conducted by a hearing officer, and board decisions may be appealed in Chancery Court.

JOINT COMMITTEE ON BUILDING DESIGN AND CONSTRUCTION

MSBOA participates in a joint committee with members of the Board of Licensure for Professional Engineers and Surveyors. This joint committee considers overlap between the professions, cross complaints, joint complaints, and other common concerns. The joint committee is currently in the process of preparing a comprehensive handbook for use by practitioners and building officials to replace the existing “Building Officials Guide to Architecture and Engineering Requirements.”

NATIONAL CREDENTIALING AND EXAMINATION ORGANIZATIONS

The National Council of Architectural Registration Boards (NCARB), the Council of Landscape Architectural Registration Boards (CLARB), and the Council for Interior Designer Qualification (CIDQ) serve as the credentialing and examination organizations for MSBOA and all U.S. registration boards for architects, landscape architects and interior designers. Membership in these groups is comprised of the state licensure boards for the respective professions. These organizations facilitate interstate practice and licensure mobility by:

- Developing model laws and regulations to serve as a guide to state boards and encourage uniform registration and practice requirements.
- Delivering legally defensible national examinations for the design professions. The cost of producing these exams is shared by all the members of these national organizations and would be cost prohibitive otherwise.

- Maintaining records for practitioners documenting education, experience, and examination to expedite and streamline reciprocal licensure.
- Providing education opportunities and other resources to support licensure boards, including national databases of disciplinary actions.

NATIONAL PARTICIPATION

MSBOA's involvement in NCARB, CLARB, and CIDQ allows staff, board members and committee members to stay abreast of trends and activities in other jurisdictions and assures that Mississippi has a voice in decisions that impact applicants, interns, and registrants in the state, including examination development and the development of programs that facilitate licensure and streamline registration requirements.

MSBOA has a long history of service in these organizations. MSBOA members and staff have served on a variety of committees and in elected offices (including as president of NCARB and CLARB). It is important to note that travel related to elected offices and committee appointments is not funded by MSBOA nor by dues paid by MSBOA.

Members and staff have recently served or are serving in the following positions:

CLARB National Office

Christopher Hoffman, Immediate Past President of CLARB

Jenny Owen (former Executive Director), Member Board Executive Director of CLARB

NCARB Regional Office

Richard McNeel, Vice-Chair, Southern Conference of NCARB

Larry Bishop, Secretary, Southern Conference of NCARB

NCARB Committees

Gregory Durrell, Member, Education Committee

Larry Bishop, Member, Examination Subcommittee

Heath Perry, Member, Examination Subcommittee

Richard McNeel, Chair, Interior Architecture Work Group

John Cothron, Member, Interior Architecture Work Group

Jenny Owen, Member, Regional Leadership Committee

CLARB Committees

Christopher Hoffman, Chair, Committee on Nominations

John Cothron, Member, Member Board Executives Committee

History of National Service

Bob Luke (former member of MSBOA), Temple Barry (current member of LAAC), and Susan Case (past member of LAAC) have also served as the national president for their respective organizations.

CONCLUSION

MSBOA is a committed consumer protection agency that protects the public through proactive licensure and regulatory efforts. MSBOA has a strong enforcement and regulatory program, a thorough application process, and a responsible educational agenda. In addition to the good work MSBOA is accomplishing in Mississippi, the members of MSBOA affect their respective professions nationally through leadership positions in national organizations. All the while, MSBOA is a fiscally responsible and efficient agency.

Board of Architecture

2 Professional Parkway #2B

John Cothron

AGENCY

ADDRESS

CHIEF EXECUTIVE OFFICER

	Actual Expenses June 30,2018	Estimated Expenses June 30,2019	Requested For June 30,2020	Requested Over/(Under) Estimated	
				AMOUNT	PERCENT
I. A. PERSONAL SERVICES					
1. Salaries, Wages & Fringe Benefits (Base)	169,919	152,394	151,082		
a. Additional Compensation					
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem	6,320	7,500	7,500		
Total Salaries, Wages & Fringe Benefits	176,239	159,894	158,582	(1,312)	(0.82%)
2. Travel					
a. Travel & Subsistence (In-State)	7,177	11,000	11,000		
b. Travel & Subsistence (Out-Of-State)	19,657	14,300	22,000	7,700	53.85%
c. Travel & Subsistence (Out-Of-Country)		7,700		(7,700)	(100.00%)
Total Travel	26,834	33,000	33,000		
B. CONTRACTUAL SERVICE S (Schedule B)					
a. Tuition, Rewards & Awards		4,000	3,000	(1,000)	(25.00%)
b. Communications, Transportation & Utilities	1,180	2,750	2,750		
c. Public Information					
d. Rents	24,194	24,824	25,194	370	1.49%
e. Repairs & Service		7,000	14,094	7,094	101.34%
f. Fees, Professional & Other Services	13,555	29,900	21,700	(8,200)	(27.42%)
g. Other Contractual Services	69,324	75,145	75,760	615	0.82%
h. Data Processing	5,860	7,100	8,914	1,814	25.55%
i. Other					
Total Contractual Services	114,113	150,719	151,412	693	0.46%
C. COMMODITIES (Schedule C)					
a. Maintenance & Construction Materials & Supplies					
b. Printing & Office Supplies & Materials					
c. Equipment, Repair Parts, Supplies & Accessories					
d. Professional & Scientific Supplies & Materials					
e. Other Supplies & Materials	11,862	9,000	9,000		
Total Commodities	11,862	9,000	9,000		
D. CAPITAL OUTLAY					
1. Total Other Than Equipment (Schedule D-1)					
2. Equipment (Schedule D-2)					
b. Road Machinery, Farm & Other Working Equipment					
c. Office Machines, Furniture, Fixtures & Equipment					
d. IS Equipment (Data Processing & Telecommunications)		1,000	1,000		
e. Equipment - Lease Purchase					
f. Other Equipment					
Total Equipment (Schedule D-2)		1,000	1,000		
3. Vehicles (Schedule D-3)					
4. Wireless Comm. Devices (Schedule D-4)					
E. SUBSIDIES, LOANS & GRANTS (Schedule E)					
TOTAL EXPENDITURES	329,048	353,613	352,994	(619)	(0.18%)
II. BUDGET TO BE FUNDED AS FOLLOWS:					
Cash Balance-Unencumbered	472,153	830,600	541,987	(288,613)	(34.75%)
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds _____ Other Special Funds (Specify) _____					
Architecture, Board of 3384800000	687,495	65,000	685,000	620,000	953.85%
Less: Estimated Cash Available Next Fiscal Period	(830,600)	(541,987)	(873,993)	332,006	61.26%
TOTAL FUNDS (equals Total Expenditures above)	329,048	353,613	352,994	(619)	(0.18%)
GENERAL FUND LAPSE					
III: PERSONNEL DATA					
Number of Positions Authorized in Appropriation Bill					
a.) Perm Full	2	2	2		
b.) Perm Part					
c.) T-L Full					
d.) T-L Part					
Average Annual Vacancy Rate (Percentage)					
a.) Perm Full					
b.) Perm Part					
c.) T-L Full					
d.) T-L Part					

Approved by: John Cothron
Official of Board or Commission

Budget Officer: John Cothron / jcothron@msboa.ms.gov

Submitted by: John Cothron

Phone Number: 601-856-6760

Date: 8/1/2018 2:16 PM

Title: Executive Director

SPECIAL FUNDS DETAIL

Board of Architecture (848-00)

Name of Agency

S. STATE SUPPORT SPECIAL FUNDS		(1) Actual Revenues FY 2018	(2) Estimated Revenues FY 2019	(3) Requested Revenues FY 2020
Source (Fund Number)	Detailed Description of Source			
Budget Contingency Fund	BCR - Budget Contingency Fund			
Education Enhancement Fund	EEF - Education Enhancement Fund			
Health Care Expendable Fund	HCEF - Health Care Expendable Fund			
Tobacco Control Fund	TCF - Tobacco Control Fund			
Capital Expense Fund	CEF - Capital Expense Fund			
Working Cash Stabilization Reserve Fund	WCSSF - Working Cash Stabilization Reserve Fund			
State Support Special Fund TOTAL				
STATE SUPPORT SPECIAL FUND LAPSE				

A. FEDERAL FUNDS *		Percentage Match Requirement FY 2019 FY 2020	(1) Actual Revenues FY 2018	(2) Estimated Revenues FY 2019	(3) Requested Revenues FY 2020
Source (Fund Number)	Detailed Description of Source				
	Cash Balance-Unencumbered				
Federal Fund TOTAL					

B. OTHER SPECIAL FUNDS (NON-FED'L)		(1) Actual Revenues FY 2018	(2) Estimated Revenues FY 2019	(3) Requested Revenues FY 2020
Source (Fund Number)	Detailed Description of Source			
	Cash Balance-Unencumbered	472,153	830,600	541,987
Architecture, Board of 3384800000 (3384800000)	Treasury	687,495	65,000	685,000
Other Special Fund TOTAL		1,159,648	895,600	1,226,987

SECTIONS S + A + B TOTAL		1,159,648	895,600	1,226,987
---------------------------------	--	------------------	----------------	------------------

C. TREASURY FUND/BANK ACCOUNTS *	Fund/Account Number	Name of Bank (If Applicable)	(1) Reconciled Balance as of 6/30/18	(2) Balance as of 6/30/19	(3) Balance as of 6/30/20
Architecture, Board of	3384800000	Treasury	830,600	541,987	873,993

* Any non-federal funds that have restricted uses must be identified and narrative of restrictions attached.

**NARRATIVE OF SPECIAL FUNDS DETAIL AND TREASURY
FUND/BANK ACCOUNTS**

Board of Architecture (848-00)

Name of Agency

OTHER SPECIAL FUNDS

The Board's revenue and only source of funding is from the fees and fines collected by the Board from applicants and registrants. During FY18, the Board's income was \$687,495. The estimated income for FY19 is \$65,000, and it is \$685,000 for FY20.

IMPORTANT REMINDER: The Board has a two-year income cycle. Over 80% of the Board's income is generated by license renewals in odd calendar years, which correlates to even numbered fiscal years. Over this two-year cycle, the Board must maintain adequate cash for the non-renewal years (odd fiscal years), during which expenditures exceed income, when the balance in the special fund is at its low point.

Changes affecting fees/funding: The Board anticipates that licensure and application fees will remain the same until at least 2025 or 2027. The Board's last fee increase was in July 2015, at which time the Board anticipated no additional fee increases until 2025, holding to its goal of 10-year intervals between fee increases. The removal of some intra-agency fees during this period should allow the Board to extend the interval between fee increases.

TREASURY FUND / BANK

All monies collected through the mail and through the online E-Gov electronic process are deposited into the State Treasury. The Board no longer has a separate bank account for transferring funds to the State Treasury. The Board has a two-year income cycle. During the two-year cycle, over 80% of the the Board's revenue is generated in even numbered fiscal years.

**SCHEDULE B
CONTRACTUAL SERVICES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2018	(2) Estimated Expenses FY Ending June 30, 2019	(3) Requested for FY Ending June 30, 2020
A. Tuition, Rewards & Awards (61050xxx-61080xxx)			
61060000 Employee Training		4,000	3,000
Total		4,000	3,000
B. Transportation & Utilities (61100xxx-61200xxx)			
61100000 Transport of Good	207	150	150
61110000 Postage	973	2,600	2,600
Total	1,180	2,750	2,750
D. Rents (61400xxx-61490xxx)			
61400000 Bldg & Floor Space Rent	20,097	20,097	20,097
61420000 Equipment Rental	4,097	3,727	4,097
61450000 Real Property Rent for Conferences, etc.		1,000	1,000
Total	24,194	24,824	25,194
E. Repairs & Service (61500xxx)			
61600000 Intra Agency Fees (DFA Billing)			7,094
61650000 Engineering Services (Expert Witness)		3,000	3,000
61655000 Architectural Services (Expert Witness)		4,000	4,000
Total		7,000	14,094
F. Fees, Professional & Other Services (6161xxx-61699xxx)			
61690000 Fees and Services-Professional Fees	13,555	29,900	21,700
Total	13,555	29,900	21,700
G. Other Contractual Services (61700xxx-61790xxx, 61900xxx)			
61670000 Legal Services	32,928	40,000	40,000
61696000 Prof Fees Srv Related Travel no 1099	4,284	8,000	8,000
61700000 Insurance Fees	1,160	1,000	1,200
61710000 Membership Dues	18,110	18,145	18,260
61715000 Trade Subscriptions	278		300
61900000 Pcard Contractual	12,564	8,000	8,000
Total	69,324	75,145	75,760
H. Information Technology (61800xxx-61890xxx)			
61830000 IT Prof - Outside Vendor	5,860	6,200	6,200
61848000 Maintain IT Equip - Outside Vendor		900	900

**SCHEDULE B
CONTRACTUAL SERVICES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2018	(2) Estimated Expenses FY Ending June 30, 2019	(3) Requested for FY Ending June 30, 2020
61850000 ITS Payments			1,814
Total	5,860	7,100	8,914
Grand Total <i>(Enter on Line 1-B of Form MBR-1)</i>	114,113	150,719	151,412
Funding Summary:			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	114,113	150,719	151,412
Total Funds	114,113	150,719	151,412

**SCHEDULE C
COMMODITIES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2018	(2) Estimated Expenses FY Ending June 30, 2019	(3) Requested for FY Ending June 30, 2020
-----------------------------	--	---	--

E. Other Supplies & Materials (62005xxx, 62015xxx, 62020xxx, 62035xxx, 62040xxx, 62045xxx, 62060xxx, 62065xxx, 62075xxx-62080xxx, 62090xxx, 62115xxx, 62135xxx, 62140xxx, 62405xxx, 62415xxx, 62500xxx-62999xxx)

62040000 Food - Business Meetings	4,038	3,500	3,500
62900000 Pcard Commodity	7,824	5,500	5,500
Total	11,862	9,000	9,000

Grand Total <i>(Enter on Line 1-C of Form MBR-1)</i>	11,862	9,000	9,000
--	---------------	--------------	--------------

Funding Summary:			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	11,862	9,000	9,000
Total Funds	11,862	9,000	9,000

**SCHEDULE D-2
CAPITAL OUTLAY EQUIPMENT**

Board of Architecture (848-00)

Name of Agency

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2018		Est. FY Ending June 30, 2019		Req. FY Ending June 30, 2020	
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Total Cost

D. IS Equipment (DP & Telecommunications) (63200xxx)						
Computer			1	1,000	1	1,000
Total				1,000		1,000

Grand Total <i>(Enter on Line 1-D-2 of Form MBR-1)</i>				1,000		1,000
--	--	--	--	--------------	--	--------------

Funding Summary:				
General Funds				
State Support Special Funds				
Federal Funds				
Other Special Funds			1,000	1,000
Total Funds			1,000	1,000

**OUT-OF-STATE TRAVEL
FISCAL YEAR 2020**

Board of Architecture (848-00)

Name of Agency

Note: All expenditures recorded on this form must be totaled and said total must agree with the out-of-state travel amount indicated for FY 2018 on Form Mbr-1, line 1.A.2.b.

Employee's Name	Destination	Purpose	Travel Cost	Funding Source
Alvis Lawson	Alexandria VA	CIDQ Annual Conference Interior Design	1,418	3384800000
Beth Miller	Alexandria VA	CIDQ Annual Conference Interior Design	1,422	3384800000
Frank Alley	Boise ID	CLARB Annual Meeting Landscape Architecture	1,442	3384800000
Greg Durrell	Orlando FL	NCARB Regional Educators Conference Architecture	1,082	3384800000
Greg Durrell	Detroit MI	NCARB Annual Business Meeting Architecture	1,961	3384800000
James Jackson	Boise ID	CLARB Annual Meeting Landscape Architecture	2,059	3384800000
Jeffrey Heath Perry	Detroit MI	NCARB Annual Business Meeting Architecture	1,918	3384800000
Jenny Owen	Boise ID	CLARB Annual Meeting Landscape Architecture	1,499	3384800000
Jenny Owen	Alexandria VA	CIDQ Annual Conference Interior Design	1,250	3384800000
Larry Bishop	Detroit MI	NCARB Annual Business Meeting Architecture	2,009	3384800000
Richard McNeel	Orlando FL	NCARB Regional Educators Conference Architecture	911	3384800000
Richard McNeel	Wichita KS	NCARB Regional Summit Architecture	1,458	3384800000
Temple Barry	Boise ID	CLARB Annual Meeting Landscape Architecture	1,228	3384800000
Total Out of State Cost			\$ 19,657	

FEES, PROFESSIONAL AND OTHER SERVICES

Board of Architecture (848-00)

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2018	(2) Estimated Expenses FY Ending June 30, 2019	(3) Requested Expenses FY Ending June 30, 2020	Fund Source
61690000 Fees and Services-Professional Fees					
AIA/Educational					
<i>Comp. Rate: \$1,500</i>	no		1,500	1,500	338480000
ASLA/Educational					
<i>Comp. Rate: \$900</i>	no	900	800	900	338480000
MPC Investigations/Investigations/Professional					
<i>Comp. Rate: \$50 per hour</i>	yes	11,362	18,000	18,000	338480000
Regina Ferguson/Calligraphy/Licensure Certificates					
<i>Comp. Rate: \$4.00 per certificate</i>	no	608	600	600	338480000
Temporary Staffers/Clerical/Scanning					
<i>Comp. Rate: \$11.68 per hour (state contract rate)</i>	no		3,000		338480000
To Be Determined/Consulting/Training					
<i>Comp. Rate: Estimate of \$50 per hour</i>	tbd	685	6,000	700	338480000
Total 61690000 Fees and Services-Professional Fees		13,555	29,900	21,700	
GRAND TOTAL		13,555	29,900	21,700	

ORGANIZATIONAL CHART

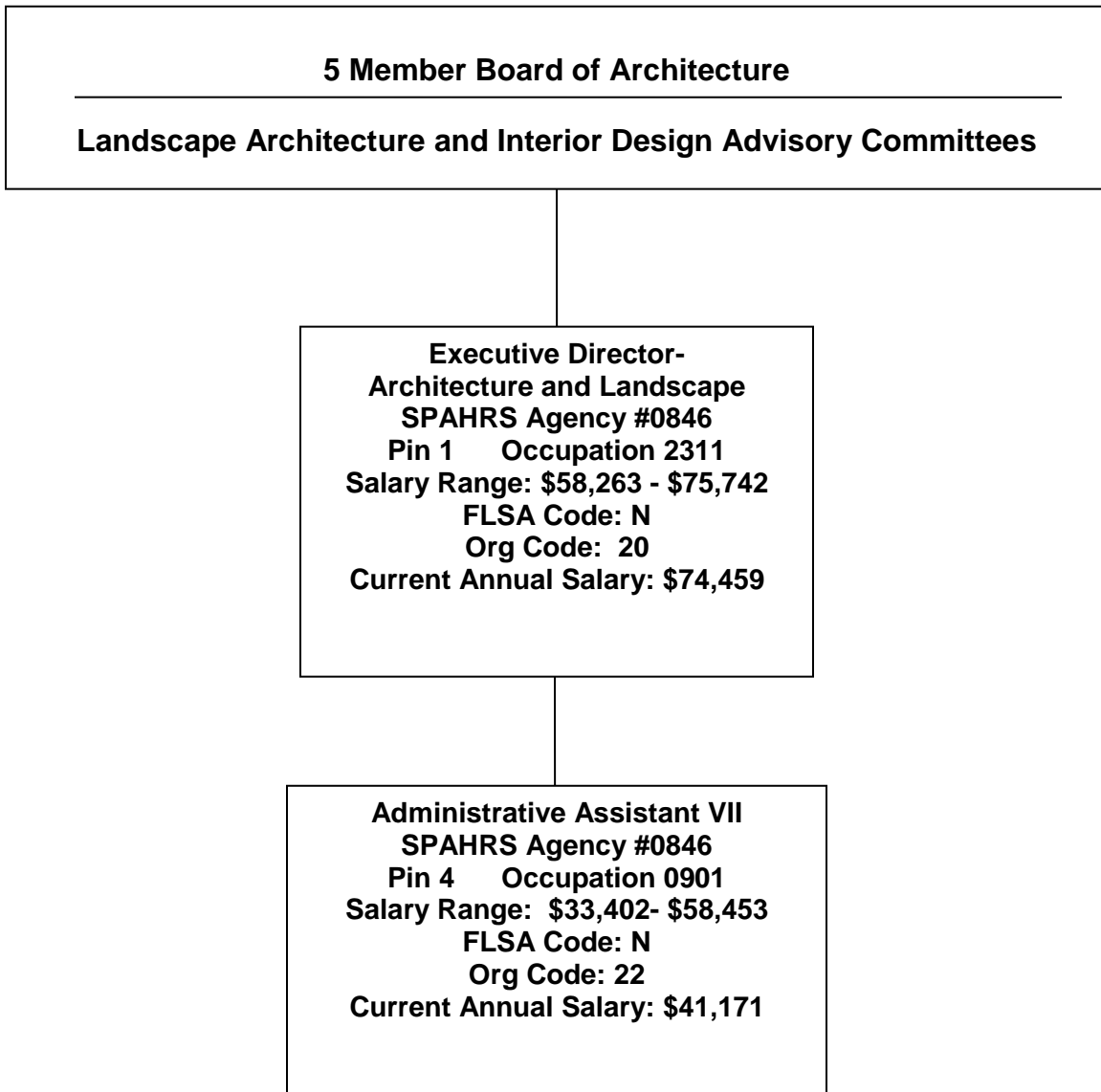
Board of Architecture
Landscape Architecture Advisory Committee
Interior Design Advisory Committee

Agency: 0846

Fund: 3384800000

Page 1 of 1

Prepared by John Cothron



Agency Revenue Source Report - FY2018 Data

As Required by HB 831, 2015 Legislative Session
And SB 2387, 2016 Legislative Session

Agency Name Mississippi State Board of Architecture

Budget Year FY18

State Support Sources
General Funds Amount Received
0

State Support Special Funds: Amount Received

Education Enhancement Funds	0
Health Care Expendable Funds	0
Tobacco Control Funds	0
Capital Expense Funds	0
Budget Contingency Funds	0
Working Cash Stabilization Reserve Funds	0

List all Federal Funds at its most specific level, such as an office or division, include name of grant, grantor, not the federal department.

<u>Federal Funds</u>	Amount Received	Action or results promised in order to receive funds
Federal Fund #1	0	
Federal Fund #2	0	
Description of any Maintenance of Effort agreements entered into with any federal agency or subdivision thereof		

<u>Special Funds</u>	Amount Received	Action or results promised in order to receive funds
Special Fund, Board of Architecture: 3848 Program 18480101: Licensure & Regulation	\$687,495	Licensure and Regulation: Board of Architecture 73-1-1 et al, Interior Design Advisory Committee 73-73-1 et al, Landscape Architecture Advisory Committee 73-2-1 et al

<u>Revenue from Tax, Fine or Fee Assessed</u>	Amount Assessed	See Fee Schedule on Next Page
Licensure and Regulation	Amount Collected	\$687,495
	Derived From (subtotals):	
	<i>Exam Application Fees</i>	\$480
	<i>Licensure Application Fees</i>	\$44,900
	<i>Renewal and Reinstatement Fees</i>	\$620,465
	<i>Fines and Penalties</i>	\$20,300
	<i>Other Fees</i>	\$1,350
	Authority to Collect	Licensure and Regulation: Board of Architecture 73-1-1 et al, Interior Design Advisory Committee 73-73-1 et al, Landscape Architecture Advisory Committee 73-2-1 et al
	Method of Determining Assessment	Board sets fees within parameters of law.
	Method of Collection	Online (cash, check, charge), In-Person (check, cash)
	Amt. & Purpose for which Expended	
	Amount	Purpose
	\$329,048	Agency Operations

Amount Transferred to General Fund	
Authority for Transfer to General Fund	
Amount Transferred to Another Entity	
Authority for Transfer to Other Entity	
Name of Other Entity	
Fiscal Year-Ending Balance	\$830,600

**The Board has a 2 year license renewal cycle, thus 80% of its income over the 2 year period is generated in even numbered fiscal years.*

MSBOA FEE SCHEDULE**AMOUNT****RESIDENT (IN-STATE) FEES**

ARCHITECT IN STATE LIC EXAM FEE	\$60.00
ARCHITECT IN STATE INITIAL REG FEE	\$275.00
ARCHITECT IN STATE RECIPROCAL REG FEE	\$275.00
ARCHITECT IN STATE LIC RENEWAL/BIENNIAL (2 YR)	\$275.00
ARCHITECT IN STATE LIC RENEWAL/MONTHLY LATE FEE	\$5.00
ARCHITECT IN STATE REINSTATE FEE	\$600.00
LAND ARCH IN STATE INITIAL REG FEE	\$125.00
LAND ARCH IN STATE LIC RECIPROCAL FEE	\$350.00
LAND ARCH IN STATE LIC RENEWAL/BIENNIAL (2 YR) FEE	\$200.00
LAND ARCH IN STATE LIC RENEW/MONTHLY LATE FEE	\$5.00
LAND ARCH IN STATE LIC REINSTATE FEE	\$275.00
INTERIOR DESIGNER IN STATE CERTIFICATION FEE	\$175.00
INTERIOR DESIGNER IN STATE RENEWAL/BIENNIAL (2 YR) FEE	\$250.00
INTERIOR DESIGNER IN STATE RENEW/MONTHLY LATE FEE	\$5.00
INTERIOR DESIGNER IN STATE REINSTATEMENT FEE	\$550.00

NON-RESIDENT (OUT-OF-STATE) FEES

ARCHITECT OUT STATE LIC EXAM FEE	\$60.00
ARCHITECT OUT OF STATE INITIAL REG FEE	\$275.00
ARCHITECT OUT OF STATE RECIP REG FEE	\$450.00
ARCHITECT OUT OF STATE LIC RENEWAL/BIENNIAL (2 YR) FEE	\$350.00
ARCHITECT OUT OF STATE LIC RENEWAL/MONTHLY LATE	\$5.00
ARCHITECT OUT OF STATE REINSTATEMENT FEE	\$600.00
LAND ARCH OUT OF STATE INITIAL REG	\$125.00
LAND ARCH OUT STATE LIC RECIPROCAL FEE	\$350.00
LAND ARCH OUT OF STATE LIC RENEWAL/BIENNIAL (2 YR) FEE	\$200.00
LAND ARCH OUT OF STATE LIC RENEW/MONTHLY LATE FE	\$5.00
LAND ARCH OUT STATE LIC REINSTATE FEE	\$275.00
INTERIOR DESIGNER OUT OF STATE CERTIFICATION FEE	\$175.00
INTERIOR DESIGNER OUT OF STATE RENEWAL/BIENNIAL (2 YR) FEES	\$250.00
INTERIOR DESIGNER OUT OF STATE RENEW/MONTHLY LATE FEE	\$5.00
INTERIOR DESIGNER OUT OF STATE REINSTATEMENT FEES	\$550.00

MSBOA, LAAC and IDAC FINES AND PENALTIES

Per 73-1-29, 73-2-16 and 73-73-31, the Board may levy fines \$100-\$5000