

Board of Architecture

2 Professional Parkway #2B - Ridgeland, MS 39157

John Cothron

AGENCY

ADDRESS

CHIEF EXECUTIVE OFFICER

	Actual Expenses June 30,2023	Estimated Expenses June 30,2024	Requested For June 30,2025	Requested Over/(Under) Estimated	
				AMOUNT	PERCENT
I. A. PERSONAL SERVICES					
1. Salaries, Wages & Fringe Benefits (Base)	157,586	164,159	164,159		
a. Additional Compensation			2,457		
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem	4,640	7,500	7,500		
Total Salaries, Wages & Fringe Benefits	162,226	171,659	174,116	2,457	1.43%
2. Travel					
a. Travel & Subsistence (In-State)	6,517	11,000	11,000		
b. Travel & Subsistence (Out-Of-State)	10,818	22,000	22,000		
c. Travel & Subsistence (Out-Of-Country)					
Total Travel	17,335	33,000	33,000		
B. CONTRACTUAL SERVICE S (Schedule B)					
a. Tuition, Rewards & Awards	3,437	1,575	1,000	(575)	(36.51%)
b. Communications, Transportation & Utilities	1,558	2,025	1,950	(75)	(3.70%)
c. Public Information					
d. Rents	24,488	23,597	24,200	603	2.56%
e. Repairs & Service	6,209	8,000	6,200	(1,800)	(22.50%)
f. Fees, Professional & Other Services	46,436	76,725	75,027	(1,698)	(2.21%)
g. Other Contractual Services	15,296	22,061	22,450	389	1.76%
h. Data Processing	10,123	9,600	10,200	600	6.25%
i. Other					
Total Contractual Services	107,547	143,583	141,027	(2,556)	(1.78%)
C. COMMODITIES (Schedule C)					
a. Maintenance & Construction Materials & Supplies					
b. Printing & Office Supplies & Materials	1,558	2,000	2,000		
c. Equipment, Repair Parts, Supplies & Accessories	420				
d. Professional & Scientific Supplies & Materials					
e. Other Supplies & Materials	7,778	7,000	7,000		
Total Commodities	9,756	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)	1,324	1,000	1,099	99	9.90%
e. Equipment - Lease Purchase					
f. Other Equipment					
Total Equipment (Schedule D-2)	1,324	1,000	1,099	99	9.90%
3. Vehicles (Schedule D-3)					
4. Wireless Comm. Devices (Schedule D-4)					
E. SUBSIDIES, LOANS & GRANTS (Schedule E)					
TOTAL EXPENDITURES	298,188	358,242	358,242		
II. BUDGET TO BE FUNDED AS FOLLOWS:					
Cash Balance-Unencumbered	1,209,269	991,006	1,317,764	326,758	32.97%
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds _____ Other Special Funds (Specify) _____					
Architecture, Board of	79,925	685,000	70,000	(615,000)	(89.78%)
Less: Estimated Cash Available Next Fiscal Period	(991,006)	(1,317,764)	(1,029,522)	(288,242)	(21.87%)
TOTAL FUNDS (equals Total Expenditures above)	298,188	358,242	358,242		
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

Submitted by: John Cothron
 Phone Number: 601-856-6760

Date: 7/25/2023 11:10 AM
 Title: Executive Director

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

REQUEST BY FUNDING SOURCE

Name of Agency : Board of Architecture

Specify Funding Sources As Shown Below	FY 2023 Actual Amount	% of Line Item	% of Total Budget	FY 2024 Estimated Amount	% of Line Item	% of Total Budget	FY 2025 Requested Amount	% of Line Item	% of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of	162,226	100.00		171,659	100.00		174,116	100.00	
16.									
17.									
18.									
Total Salaries	162,226		54.40%	171,659		47.92%	174,116		48.60%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of	17,335	100.00		33,000	100.00		33,000	100.00	
16.									
17.									
18.									
Total Travel	17,335		5.81%	33,000		9.21%	33,000		9.21%

REQUEST BY FUNDING SOURCE

Name of Agency : Board of Architecture

Specify Funding Sources As Shown Below	FY 2023 Actual Amount	% of Line Item	% of Total Budget	FY 2024 Estimated Amount	% of Line Item	% of Total Budget	FY 2025 Requested Amount	% of Line Item	% of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of	107,547	100.00		143,583	100.00		141,027	100.00	
16.									
17.									
18.									
Total Contractual	107,547		36.07%	143,583		40.08%	141,027		39.37%
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of	9,756	100.00		9,000	100.00		9,000	100.00	
16.									
17.									
18.									
Total Commodities	9,756		3.27%	9,000		2.51%	9,000		2.51%

REQUEST BY FUNDING SOURCE

Name of Agency : Board of Architecture

Specify Funding Sources As Shown Below	FY 2023 Actual Amount	% of Line Item	% of Total Budget	FY 2024 Estimated Amount	% of Line Item	% of Total Budget	FY 2025 Requested Amount	% of Line Item	% of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of									
16.									
17.									
18.									
Total Capital Other Than Equipment									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of	1,324	100.00		1,000	100.00		1,099	100.00	
16.									
17.									
18.									
Total Capital Equipment	1,324		0.44%	1,000		0.28%	1,099		0.31%

REQUEST BY FUNDING SOURCE

Name of Agency : Board of Architecture

Specify Funding Sources As Shown Below	FY 2023 Actual Amount	% of Line Item	% of Total Budget	FY 2024 Estimated Amount	% of Line Item	% of Total Budget	FY 2025 Requested Amount	% of Line Item	% of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of									
16.									
17.									
18.									
Total Vehicles									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of									
16.									
17.									
18.									
Total Wireless Communication Devs.									

REQUEST BY FUNDING SOURCE

Name of Agency : Board of Architecture

Specify Funding Sources As Shown Below	FY 2023 Actual Amount	% of Line Item	% of Total Budget	FY 2024 Estimated Amount	% of Line Item	% of Total Budget	FY 2025 Requested Amount	% of Line Item	% of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of									
16.									
17.									
18.									
Total Subsidies									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. Capital Expense Fund									
7. Working Cash Stabilization Reserve Fund									
8. BP Settlement Fund									
9. Gulf Coast Restoration Fund									
10. Coronavirus Local Fiscal Recovery Fund									
11. Coronavirus State Fiscal Recovery Fund									
12. Coronavirus State Fiscal Recovery Lost Revenue Fund									
13. MS Assoc of Ind Colleges and Univ (MAICU) Fund									
14. Federal _____ Other Special (Specify) _____									
15. Architecture, Board of	298,188	100.00		358,242	100.00		358,242	100.00	
16.									
17.									
18.									
TOTAL	298,188		100.00%	358,242		100.00%	358,242		100.00%

SPECIAL FUNDS DETAIL

Board of Architecture (848-00)

Name of Agency

S. STATE SUPPORT SPECIAL FUNDS		(1) Actual Revenues FY 2023	(2) Estimated Revenues FY 2024	(3) Requested Revenues FY 2025
Source (Fund Number)	Detailed Description of Source			
Budget Contingency Fund	BCF - 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	WCSRF - Working Cash Stabilization Reserve Fund			
BP Settlement Fund	BPSF - BP Settlement Fund			
Gulf Coast Restoration Fund	GCRF - Gulf Coast Restoration Fund			
Coronavirus Local Fiscal Recovery Fund	CLFRF - Coronavirus Local Fiscal Recovery Fund			
Coronavirus State Fiscal Recovery Fund	CSFRF - Coronavirus State Fiscal Recovery Fund			
Coronavirus State Fiscal Recovery Lost Revenue Fund	CLFRLRF - Coronavirus State Fiscal Recovery Lost Revenue Fund			
MS Assoc of Ind Colleges and Univ (MAICU) Fund	MAICUF - MS Assoc of Independent Colleges and Universities Fund			
State Support Special Fund TOTAL				
STATE SUPPORT SPECIAL FUND LAPSE				

A. FEDERAL FUNDS *		Percentage Match Requirement		(1) Actual Revenues FY 2023	(2) Estimated Revenues FY 2024	(3) Requested Revenues FY 2025
Source (Fund Number)	Detailed Description of Source	FY 2024	FY 2025			
	Cash Balance-Unencumbered					
Federal Fund TOTAL						

B. OTHER SPECIAL FUNDS (NON-FED'L)		(1) Actual Revenues FY 2023	(2) Estimated Revenues FY 2024	(3) Requested Revenues FY 2025
Source (Fund Number)	Detailed Description of Source			
	Cash Balance-Unencumbered	1,209,269	991,006	1,317,764
Architecture, Board of (3384800000)	Treasury	79,925	685,000	70,000
Other Special Fund TOTAL		1,289,194	1,676,006	1,387,764

SECTIONS S + A + B TOTAL	1,289,194	1,676,006	1,387,764
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C. TREASURY FUND/BANK ACCOUNTS *			(1) Reconciled Balance as of 6/30/23	(2) Balance as of 6/30/24	(3) Balance as of 6/30/25
Name of Fund/Account	Fund/Account Number	Name of Bank (If Applicable)			
Architecture, Board of	3384800000	Treasury	79,925	685,000	70,000

* 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 FY23, the Board's income was \$79,925. The estimated income for FY24 is \$685,000, and it is \$70,000 for FY25.

IMPORTANT REMINDER: The Board has a two-year income cycle. Over 80% of the Board's income is generated by license renewals in odd-numbered 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-numbered 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 inter-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.

CONTINUATION AND EXPANDED TOTAL REQUEST

Board of Architecture (848-00)

SUMMARY OF ALL PROGRAMS

Name of Agency					Program
	FY 2023 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries,Wages & Fringe				162,226	162,226
Travel				17,335	17,335
Contractual Services				107,547	107,547
Commodities				9,756	9,756
Other Than Equipment					
Equipment				1,324	1,324
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total				298,188	298,188
No. of Positions (FTE)				2.00	2.00

	FY 2024 Estimated				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries,Wages & Fringe				171,659	171,659
Travel				33,000	33,000
Contractual Services				143,583	143,583
Commodities				9,000	9,000
Other Than Equipment					
Equipment				1,000	1,000
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total				358,242	358,242
No. of Positions (FTE)				2.00	2.00

	FY 2025 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries,Wages & Fringe				2,457	2,457
Travel					
Contractual Services				(2,556)	(2,556)
Commodities					
Other Than Equipment					
Equipment				99	99
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

Note: FY2025 Total Request = FY2024 Estimated + FY2025 Incr(Decr) for Continuation + FY2025 Expansion/Reduction of Existing Activities + FY2025 New Activities.

CONTINUATION AND EXPANDED TOTAL REQUEST

Board of Architecture (848-00)

SUMMARY OF ALL PROGRAMS

Name of Agency	Program				
	FY 2025 Expansion/Reduction of Existing Activities				
	(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries,Wages & Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2025 New Activities (*)				
	(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries,Wages & Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2025 Total Request				
	(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries,Wages & Fringe				174,116	174,116
Travel				33,000	33,000
Contractual Services				141,027	141,027
Commodities				9,000	9,000
Other Than Equipment					
Equipment				1,099	1,099
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total				358,242	358,242
No. of Positions (FTE)				2.00	2.00

Note: FY2025 Total Request = FY2024 Estimated + FY2025 Incr(Decr) for Continuation + FY2025 Expansion/Reduction of Existing Activities + FY2025 New Activities.

**SUMMARY OF PROGRAMS
FORM MBR-1-03sum**

Board of Architecture (848-00)

Name of Agency

FUNDING REQUESTED FISCAL YEAR 2025

	PROGRAM	GENERAL	ST. SUPP. SPECIAL	FEDERAL	OTHER SPECIAL	TOTAL
1.	Licensure & Regulation				358,242	358,242
	Summary of All Programs				358,242	358,242

CONTINUATION AND EXPANDED REQUEST

Program 1 of 1

Board of Architecture (848-00)

Licensure & Regulation

Name of Agency	FY 2023 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries,Wages & Fringe				162,226	162,226
Travel				17,335	17,335
Contractual Services				107,547	107,547
Commodities				9,756	9,756
Other Than Equipment					
Equipment				1,324	1,324
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total				298,188	298,188
No. of Positions (FTE)				2.00	2.00

	FY 2024 Estimated				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries,Wages & Fringe				171,659	171,659
Travel				33,000	33,000
Contractual Services				143,583	143,583
Commodities				9,000	9,000
Other Than Equipment					
Equipment				1,000	1,000
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total				358,242	358,242
No. of Positions (FTE)				2.00	2.00

	FY 2025 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries,Wages & Fringe				2,457	2,457
Travel					
Contractual Services				(2,556)	(2,556)
Commodities					
Other Than Equipment					
Equipment				99	99
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

Note: FY2025 Total Request = FY2024 Estimated + FY2025 Incr(Decr) for Continuation + FY2025 Expansion/Reduction of Existing Activities + FY2025 New Activities.

CONTINUATION AND EXPANDED REQUEST

Board of Architecture (848-00)

Licensure & Regulation

Name of Agency

Program

	FY 2025 Expansion/Reduction of Existing Activities				
	(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries,Wages & Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2025 New Activities (*)				
	(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries,Wages & Fringe					
Travel					
Contractual Services					
Commodities					
Other Than Equipment					
Equipment					
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total					
No. of Positions (FTE)					

	FY 2025 Total Request				
	(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries,Wages & Fringe				174,116	174,116
Travel				33,000	33,000
Contractual Services				141,027	141,027
Commodities				9,000	9,000
Other Than Equipment					
Equipment				1,099	1,099
Vehicles					
Wireless Communication Devices					
Subsidies, Loans & Grants					
Total				358,242	358,242
No. of Positions (FTE)				2.00	2.00

Note: FY2025 Total Request = FY2024 Estimated + FY2025 Incr(Decr) for Continuation + FY2025 Expansion/Reduction of Existing Activities + FY2025 New Activities.

PROGRAM DECISION UNITS

Board of Architecture

1 - Licensure & Regulation

Name of Agency

Program Name

	A	B	C	D	E	F		
EXPENDITURES	FY 2024 Appropriated	Escalations By DFA	Non-Recurring Items	Continuation of Sevices	Total Funding Change	FY 2025 Total Request		
SALARIES	171,659			2,457	2,457	174,116		
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER	171,659			2,457	2,457	174,116		
TRAVEL	33,000					33,000		
GENERAL								
ST. SUP.SPECIAL								
FEDERAL								
OTHER	33,000					33,000		
CONTRACTUAL	143,583			(2,556)	(2,556)	141,027		
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER	143,583			(2,556)	(2,556)	141,027		
COMMODITIES	9,000					9,000		
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER	9,000					9,000		
CAPTITAL-OTE								
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER								
EQUIPMENT	1,000			99	99	1,099		
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER	1,000			99	99	1,099		
VEHICLES								
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER								
WIRELESS DEV								
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER								
SUBSIDIES								
GENERAL								
ST. SUP. SPECIAL								
FEDERAL								
OTHER								
TOTAL	358,242					358,242		

FUNDING

GENERAL FUNDS								
ST. SUP. SPCL FUNDS								
FEDERAL FUNDS								
OTHER SP. FUNDS	358,242					358,242		
TOTAL	358,242					358,242		

POSITIONS

GENERAL FTE								
ST. SUP. SPCL. FTE								
FEDERAL FTE								
OTHER SP. FTE	2.00					2.00		
TOTAL	2.00					2.00		

PRIORITY LEVEL :

				1				
--	--	--	--	---	--	--	--	--

PROGRAM NARRATIVE

Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic Planning Act of 1994
(To Accompany Form MBR-1-03)

Board of Architecture

1 - Licensure & Regulation

Name of Agency

Program Name

I. Program Description:

The mission of the Mississippi State Board of Architecture (MSBOA) is to serve the State of Mississippi by protecting and preserving the life, health and property of the Mississippians and others who live, work, and play in the built environment through the regulation of the professions of architecture, landscape architecture and certified interior design. This regulatory board is responsible for establishing and policing licensure standards for architects, landscape architects and certified interior designers. The Board is also tasked with regulation of these practices, which is accomplished through the disciplinary proceedings provided by law and through effective rules and regulations established by the Board.

Licensure and regulation of these professions is critical, as great harm could come to the public as a result of poor or negligent practice. A building failure or collapse, a blocked path to safely exit a building or space in an emergency, unsafe or nonexistent ADA entrances and exits, or unsafe circulatory routes are but a few examples of risks resulting from poorly designed buildings, interiors and outdoor spaces/project sites.

From a regulatory standpoint, the Board receives complaints from consumers and officials regarding unlicensed practice, negligent practice, and unethical practice. Through an administrative hearing process overseen by the AG's office, and one which assures due process to the accused, the Board may take disciplinary or corrective action ranging from a monetary fine, to license probation, suspension or revocation. Absent the state's regulatory board, a wronged consumer's only recourse would be through the court system.

II. Program Objective:

Professional Licensing/Certification: Efficiently issue licenses and certificates to qualified individuals (Miss. Code Ann. Sections 73-1-1 et seq., 73-2-1 et seq., and 73-73-1 et seq.).

- Strive to ensure, through a thorough and efficient process and involvement in national regulatory and testing organizations, that any individual obtaining licensure, certification or renewal has the necessary skills and knowledge to practice.
- Establish and enforce appropriate requirements for education, experience and examination and administer a licensing system that ensures complete and accurate application review and licensure tracking.

Regulation and Enforcement: Strive to ensure through regulation and enforcement that registered design professionals protect the public's life, health and property (Miss. Code Ann. Sections 73-1-1 et seq., 73-2-1 et seq., and 73-73-1 et seq.).

- Establish and enforce regulatory standards of practice for registered architects, landscape architects, and certified interior designers, regulating in the least restrictive manner possible.
- Prevent violations by proactively educating licensees and certificate holders of practice requirements and standards.
- Protect consumers and users of the state's built environment by adopting relevant and current practice standards, disciplining violators through an open and fair complaint adjudication process, and promoting continued competency on the part of registrants through mandated continuing education.

Communications, Outreach and Organizational Effectiveness: Proactively educate interns, applicants, licensees, certificate holders, and other parties regarding registration and practice requirements and standards and provide exceptional customer service (Miss. Code Ann. Sections 73-1-1 et seq., 73-2-1 et seq., and 73-73-1 et seq.).

- Increase public and professional awareness of the Board's mission, activities, and services and enhance organizational effectiveness.
- Demonstrate a commitment to being fiscally responsible and responsive.

III. Current program activities as supported by the funding in Columns 6-15 (FY 2024 & FY 2025 Increase/Decrease for continuations) of MBR-1-03 and designated Budget Unit Decisions columns of MBR-1-03-A:**(D) Continuation of Services:**

PROGRAM NARRATIVE

Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic Planning Act of 1994
(To Accompany Form MBR-1-03)

The Board is requesting the same amount for FY25 that was appropriated in FY24. An increase in personal services is requested in order to raise the Administrative Support Specialist's salary by 5% in recognition of her exceptional performance. This increase is offset by a slight decrease in the contractual expenses category. The capital outlay category has been increased slightly to reflect the rising cost of computer equipment. The Board's request will allow the continuation of the current slate of services.

Elements of Quality Program Design

For the Evaluation of Requests to Fund New Programs or New Activity in an Existing Program
(To Accompany Form MBR-1-03A)

PROGRAM PERFORMANCE MEASURES

Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic Planning Act of 1994

* 0.00 in the "APPRO" column may indicate the measure is not in the agency appropriations bill.

Board of Architecture (848-00)

1 - Licensure & Regulation

Name of Agency

PROGRAM NAME

PROGRAM OUTPUTS: (This is the measure of the process necessary to carry on the goals and objectives of this program. This is the volume produced, i.e., how many people served, how many documents generated.)

	FY 2023 APPRO	FY 2023 ACTUAL	FY 2024 ESTIMATED	FY 2025 PROJECTED
1 Outreach/Educational Presentations (Number of)	0.00	13.00	10.00	12.00
2 Complaints Received (Number of)	0.00	11.00	30.00	20.00
3 Number of New Licenses	0.00	137.00	115.00	120.00
4 Licenses/Certificates Renewed (Number of)	0.00	9.00	2,000.00	10.00
5 Licenses/Certificates Reinstated (Number of)	0.00	17.00	15.00	15.00
6 Add amount of fines assessed	0.00	1,000.00	10,000.00	5,000.00
7 Add amount of fines collected	0.00	200.00	10,000.00	5,000.00
8 Add number of continuing education audits conducted	0.00	0.00	100.00	2.00
9 Add number of inquiries answered	0.00	1,800.00	1,900.00	1,800.00

PROGRAM EFFICIENCIES: (This is the measure of the cost, unit cost or productivity associated with a given outcome or output. This measure indicates linkage between services and funding, i.e., cost per investigation, cost per student or number of days to complete investigation.)

	FY 2023 APPRO	FY 2023 ACTUAL	FY 2024 ESTIMATED	FY 2025 PROJECTED
1 Accepted continuing education audits (%)	0.00	0.00	95.00	95.00
2 Renewals processed online (%)	0.00	100.00	95.00	95.00
3 New applications processed online (%) (does not include architects and landscape architects initially licensed by examination as these are manual/hard copy only)	0.00	97.20	95.00	95.00
4 Completed applications, free of eligibility issues, processed within 3 weeks (%) (available in FY18)	0.00	98.37	90.00	90.00
5 Add average length of time to resolution of documented complaints (in business days)	0.00	74.00	180.00	180.00
6 Add % of customers satisfied with the level of service provided	0.00	94.50	90.00	90.00
7 Add % of revenue budget collected	0.00	114.00	100.00	100.00
8 Add % of expenditure budget spent	0.00	84.00	100.00	100.00
9 Add % of Board/Committee members and staff actively engaged in national regulatory organizations as committee members or in leadership roles	0.00	35.00	25.00	25.00

PROGRAM OUTCOMES: (This is the measure of the quality or effectiveness of the services provided by this program. This measure provides an assessment of the actual impact or public benefit of your agency's actions. This is the results produced, i.e., increased customer satisfaction by x% within a 12-month period, reduce the number of traffic fatalities due to drunk drivers within a 12-month period.)

	FY 2023 APPRO	FY 2023 ACTUAL	FY 2024 ESTIMATED	FY 2025 PROJECTED
1 Add number of complaints resolved	0.00	12.00	30.00	20.00
2 Active registrants at fiscal year-end (Number of)	0.00	2,210.00	2,000.00	2,100.00

PROGRAM 3% GENERAL FUND REDUCTION AND NARRATIVE EXPLANATION

Board of Architecture (848-00)

	Fiscal Year 2024 Funding			FY 2024 GF PERCENT REDUCED
	Total Funds	Reduced Amount	Reduced Funding Amount	

Program Name: (1) Licensure & Regulation				
General				
State Support Special				
Federal				
Other Special	358,242		358,242	
TOTAL	358,242		358,242	

Narrative Explanation:

Program Name: (99) Summary of All Programs				
General				
State Support Special				
Federal				
Other Special	358,242		358,242	
TOTAL	358,242		358,242	

MISSISSIPPI STATE BOARD OF ARCHITECTURE MEMBERS

Board of Architecture (848-00)

Name of Agency

A. Explain Rate and manner in which board members are reimbursed:

Members receive \$40.00 per day for per diem, plus actual travel costs, in accordance with State Travel Policies.

B. Estimated number of meetings FY 2024:

4 Board of Architecture (BOA) meetings, 4 Landscape Architecture Advisory Committee (LAAC) meetings, 2-3 Interior Design Advisory Committee (IDAC) meetings, and 2 hearings.

C. Board Members	City, Town, Residence	Appointed By	Date Appointed	Length of Term
1. BOA / Richard McNeel	Jackson, MS	Governor	07/31/2019	5 years or until replaced
2. IDAC / Paula DeYoung	Clinton, MS	Governor	08/22/2019	5 years or until replaced
3. BOA / Bradford Jones	Biloxi, MS	Governor	09/23/2021	5 years or until replaced
4. LAAC / Brantley Snipes	Greenwood, MS	Governor	09/23/2021	5 years or until replaced
5. LAAC / Martha Hill	Madison, MS	Governor	09/23/2021	5 years or until replaced
6. BOA / Charles C. Barlow, Jr.	Jackson, MS	Governor	10/05/2021	5 years or until replaced
7. IDAC / Beth Miller	Louisville, MS	Governor	10/07/2021	5 years or until replaced
8. LAAC / Warren (Cory) Gallo	Starkville, MS	Governor	11/15/2021	5 years or until replaced
9. BOA / Larry Bishop	Brandon, MS	Governor	06/01/2022	5 years or until replaced
10. LAAC / Robert Mercier	Tupelo, MS	Governor	10/04/2022	5 years or until replaced
11. IDAC / Demmie Dunaway	Clinton, MS	Governor	01/17/2023	5 years or until replaced
12. IDAC / Jessica Cecil	Ocean Springs, MS	Governor	01/17/2023	5 years or until replaced
13. BOA / Leigh Jaunsen	Ocean Springs, MS	Governor	06/02/2023	5 years or until replaced
14. IDAC / Timothy Geddie	Jackson, MS	Governor	06/02/2023	5 years or until replaced
15. LAAC / Alan Hoops	Madison, MS	Governor	07/01/2023	5 years or until replaced

Identify Statutory Authority (Code Section or Executive Order Number)*

73-1-1 through 71-1-43; 73-2-1 through 73-2-27; and 73-73-1 through 73-73-35

*If Executive Order, please attach copy.

**SCHEDULE B
CONTRACTUAL SERVICES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2023	(2) Estimated Expenses FY Ending June 30, 2024	(3) Requested for FY Ending June 30, 2025
A. Tuition, Rewards & Awards (61050xxx-61080xxx)			
61060000 Employee Training		1,575	1,000
61070000 Travel Related Registration Fees	3,437		
Total	3,437	1,575	1,000
B. Transportation & Utilities (61100xxx-61200xxx)			
61100000 Transport of Goods		150	150
61110000 Postage	1,558	1,875	1,800
Total	1,558	2,025	1,950
D. Rents (61400xxx-61490xxx)			
61400000 Building and Floor Space Rent	21,547	20,097	21,500
61420000 Equipment Rental	2,941	2,500	2,700
61450000 Real Property Rent (Conferences, etc.)		1,000	
Total	24,488	23,597	24,200
E. Repairs & Service (61500xxx)			
61600000 Inter-Agency Fees	6,209	8,000	6,200
Total	6,209	8,000	6,200
F. Fees, Professional & Other Services (6161xxxx-61699xxx)			
61650000 Engineering Services		3,000	3,000
61655000 Architectural Services		4,000	4,000
61670000 Legal Services	27,769	40,000	40,000
61690000 Fees and Services	14,870	21,725	21,775
61695000 Professional Fees and Services-Travel	3,797	8,000	6,252
Total	46,436	76,725	75,027
G. Other Contractual Services (61700xxx-61790xxx, 61900xxx)			
61700000 Insurance Fees	1,471	1,210	1,500
61710000 Membership Dues	11,865	12,551	12,750
61715000 Trade Subscriptions		300	200
61900000 Pcard Contractual	1,960	8,000	8,000
Total	15,296	22,061	22,450
H. Information Technology (61800xxx-61890xxx)			
61830000 IT Prof - Outside Vendor	6,352	6,200	6,200
61839000 Software - Outside Vendor	288		
61848000 Maintain IT Equip - Outside Vendor		900	500

**SCHEDULE B
CONTRACTUAL SERVICES**

Board of Architecture (848-00)

Name of Agency _____

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2023	(2) Estimated Expenses FY Ending June 30, 2024	(3) Requested for FY Ending June 30, 2025
61850000 ITS Payments	3,483	2,500	3,500
Total	10,123	9,600	10,200
Grand Total <i>(Enter on Line 1-B of Form MBR-1)</i>	107,547	143,583	141,027
Funding Summary:			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	107,547	143,583	141,027
Total Funds	107,547	143,583	141,027

**SCHEDULE C
COMMODITIES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2023	(2) Estimated Expenses FY Ending June 30, 2024	(3) Requested for FY Ending June 30, 2025
-----------------------------	--	---	--

B. Printing & Office Supplies & Materials (62010xxx, 62085xxx, 62100xxx, 62125xxx, 62400xxx)			
62085000 Office Supplies	1,558	2,000	2,000
Total	1,558	2,000	2,000

C. Equipment Repair Parts, Supplies & Acces. (6205xxxx, 62072xxx, 62110xxx, 62115xxx, 62120xxx, 62130xxx)			
62115000 Parts-Office/IT/Other	420		
Total	420		

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 Meeting	3,438	3,500	3,500
62065000 Kitchen, Cafe, and Dining	695		
62075000 Lawn and Garden Supply	175		
62900000 Pcard Commodity	3,470	3,500	3,500
Total	7,778	7,000	7,000

Grand Total <i>(Enter on Line 1-C of Form MBR-1)</i>	9,756	9,000	9,000
--	--------------	--------------	--------------

Funding Summary:			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds	9,756	9,000	9,000
Total Funds	9,756	9,000	9,000

**SCHEDULE D-1
CAPITAL OUTLAY
OTHER THAN EQUIPMENT**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2023	(2) Estimated Expenses FY Ending June 30, 2024	(3) Requested for FY Ending June 30, 2025
-----------------------------	--	---	--

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

Funding Summary: General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds			
Total Funds			

**SCHEDULE D-2
CAPITAL OUTLAY EQUIPMENT**

Board of Architecture (848-00)

Name of Agency

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2023		Est. FY Ending June 30, 2024		Req. FY Ending June 30, 2025	
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Total Cost

D. IT/IS Equipment (DP & Telecommunications) (63200xxx)						
Computers	1	1,324	1	1,000	1	1,099
Total		1,324		1,000		1,099

Grand Total <i>(Enter on Line 1-D-2 of Form MBR-1)</i>		1,324		1,000		1,099
--	--	--------------	--	--------------	--	--------------

Funding Summary:						
General Funds						
State Support Special Funds						
Federal Funds						
Other Special Funds		1,324		1,000		1,099
Total Funds		1,324		1,000		1,099

**SCHEDULE D-3
PASSENGER/WORK VEHICLES**

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	Vehicle Inventory June 30, 2023	Act. FY Ending June 30, 2023		Est. FY Ending June 30, 2024		Req. FY Ending June 30, 2025	
		No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Total Cost

GRAND TOTAL <i>(Enter on Line 1-D-3 of Form MBR-1)</i>							
--	--	--	--	--	--	--	--

Funding Summary:			
General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds			
Total Funds			

**SCHEDULE D-4
WIRELESS COMMUNICATION DEVICES**

Board of Architecture (848-00)

Name of Agency _____

MINOR OBJECT OF EXPENDITURE	Device Inventory June 30, 2023	Act. FY Ending June 30, 2023		Est. FY Ending June 30, 2024		Req. FY Ending June 30, 2025	
		No. of Devices	Actual Cost	No. of Devices	Estimated Cost	No. of Devices	Requested Cost

Grand Total <i>(Enter on Line 1-D-4 of Form MBR-1)</i>							
--	--	--	--	--	--	--	--

Funding Summary:							
General Funds							
State Support Special Funds							
Federal Funds							
Other Special Funds							
Total Funds							

SCHEDULE E
SUBSIDIES, LOANS & GRANTS

Board of Architecture (848-00)

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2023	(2) Estimated Expenses FY Ending June 30, 2024	(3) Requested for FY Ending June 30, 2025
-----------------------------	--	---	--

Grand Total <i>(Enter on Line 1-E of Form MBR-1)</i>			
--	--	--	--

Funding Summary: General Funds			
State Support Special Funds			
Federal Funds			
Other Special Funds			
Total Funds			

NARRATIVE
2025 BUDGET REQUEST

Board of Architecture (848-00)

Name of Agency

The Board's single program is Licensure and Regulation, with the basic mission of protecting the public's life, health and property. The Board serves the public through the licensure of architects and landscape architects, and through the certification of interior designers, as well as regulation of all three professions. The Board has a full-time staff of two, and is supported by a contracted investigator and legal counsel. In addition, there are 5 board members (architects), 5 landscape architect committee members and 5 interior design committee members. The Board is diligent in its efforts to be proactive, professional, effective and fiscally responsible with the funds it collects through this program. The Board is funded entirely through licensure fees and regulatory fines, with no funds from the general fund.

The Board is requesting the same amount for FY25 that was appropriated in FY24. An increase in personal services is requested in order to raise the Administrative Support Specialist's salary by 5% in recognition of her exceptional performance. This increase is offset by a slight decrease in the contractual expenses category. The capital outlay category has been increased slightly to reflect the rising cost of computer equipment. The Board's request will allow the continuation of the current slate of services.

More details regarding the Board's program objectives are provided in section 9-1, Program Narrative.

**OUT-OF-STATE TRAVEL
FISCAL YEAR 2025**

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 2023 on Form Mbr-1, line 1.A.2.b.

Employee's Name	Destination	Purpose	Travel Cost	Funding Source
Alan Hoops	Omaha NE	CLARB Annual Meeting Landscape Architecture	1,586	3384800000
Alan Hoops	Gulf Shores AL	ASLA Twin States Conference Landscape Architecture	808	3384800000
Charles Barlow, Jr.	Tampa FL	NCARB Annual Meeting Architecture	1,711	3384800000
John Cothron	Omaha NE	CLARB Annual Meeting Landscape Architecture	1,563	3384800000
John Cothron	Gulf Shores AL	ASLA Twin States Conference Landscape Architecture	380	3384800000
John Cothron	Salt Lake City UT	NCARB Regional Leadership Conference Architecture	247	3384800000
John Cothron	Los Angeles CA	CIDQ Annual Meeting Interior Design	1,512	3384800000
Leigh Jaunsen	Salt Lake City UT	NCARB Regional Leadership Conference Architecture	217	3384800000
Leigh Jaunsen	Tampa FL	NCARB Annual Meeting Architecture	1,546	3384800000
Timothy Geddie	Los Angeles CA	CIDQ Annual Meeting Interior Design	1,248	3384800000
Total Out of State Cost			\$ 10,818	

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, 2023	(2) Estimated Expenses FY Ending June 30, 2024	(3) Requested Expenses FY Ending June 30, 2025	Fund Source
61650000 Engineering Services					
Engineering Services/Expert Witness					
<i>Comp. Rate: \$200 per hour</i>	no		3,000	3,000	3384800000
Total 61650000 Engineering Services			3,000	3,000	
61655000 Architectural Services					
Architectural Services/Expert Witness					
<i>Comp. Rate: \$200 per hour</i>	no		4,000	4,000	3384800000
Total 61655000 Architectural Services			4,000	4,000	
61690000 Fees and Services					
AIA/Educational					
<i>Comp. Rate: \$1,500</i>	no	826	1,500	1,500	3384800000
ASLA/Educational					
<i>Comp. Rate: \$975</i>	no	975	925	975	3384800000
Miscellaneous Prof Fees/Professional Services					
<i>Comp. Rate: \$35-100 per hour</i>	no	484	700	700	3384800000
MPC Investigations/Investigations/Professional					
<i>Comp. Rate: \$60 per hour</i>	yes	12,029	18,000	18,000	3384800000
Regina Ferguson/Calligraphy/License Certificates					
<i>Comp. Rate: \$5.00 per certificate</i>	no	556	600	600	3384800000
Total 61690000 Fees and Services		14,870	21,725	21,775	
61670000 Legal Services					
Andrew Kilpatrick/Legal Services					
<i>Comp. Rate: \$125 per hour</i>	no	27,769	40,000	40,000	3384800000
Total 61670000 Legal Services		27,769	40,000	40,000	
61695000 Professional Fees and Services-Travel					
Professional Travel Reimbursement/Professional Services					
<i>Comp. Rate: \$1-500 per day</i>	yes	3,797	8,000	6,252	3384800000
Total 61695000 Professional Fees and Services-Travel		3,797	8,000	6,252	
GRAND TOTAL		46,436	76,725	75,027	

VEHICLE PURCHASE DETAILS

Board of Architecture (848-00)

Name of Agency

Year	Model	Person(s) Assigned To	Vehicle Purpose/Use	Replacement Or New?	FY2025 Req. Cost
-------------	--------------	------------------------------	----------------------------	--------------------------------	-----------------------------

TOTAL VEHICLE REQUEST

**VEHICLE INVENTORY
AS OF JUNE 30, 2023**

Board of Architecture (848-00)

Name of Agency

Vehicle Type	Vehicle Description	Model Year	Model	Person(s) Assigned To	Purpose/Use	Tag Number	Mileage on 6-30-2023	Average Miles per Year	Replacement Proposed	
									FY2024	FY2025

**VEHICLE POOL MEMBER LIST
2025 BUDGET REQUEST**

Board of Architecture (848-00)

Name of Agency

**PRIORITY OF DECISION UNITS
FISCAL YEAR 2025**

Board of Architecture (848-00)

Name of Agency

Program	Decision Unit	Object	Amount
Priority # 1			
	Program # 1: Licensure & Regulation		
	Continuation of Services		
		Salaries	2,457
		Contractual	(2,556)
		Equipment	99

Summary of 3% General Fund Program Reduction to FY 2024 Appropriated Funding by Major Object

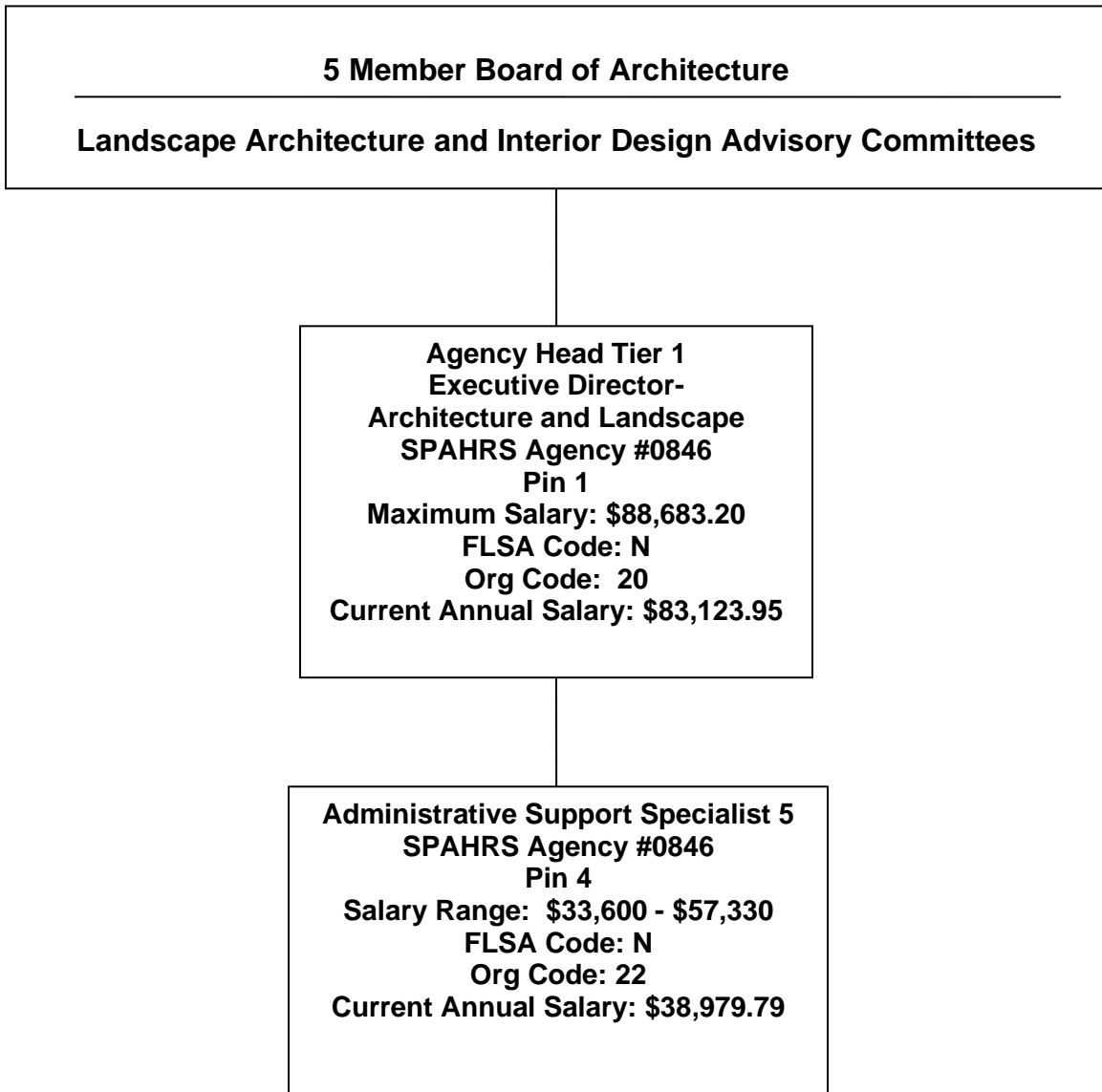
Board of Architecture (848-00)

Name of Agency

Major Object	FY2024 General Fund Reduction	EFFECT ON FY2024 STATE SUPPORT SPECIAL FUNDS	EFFECT ON FY2024 FEDERAL FUNDS	EFFECT ON FY2024 OTHER SPECIAL FUNDS	TOTAL 3% REDUCTIONS
SALARIES, WAGES, FRINGE					
TRAVEL					
CONTRACTUAL					
COMMODITIES					
OTHER THAN EQUIPMENT					
EQUIPMENT					
VEHICLES					
WIRELESS COMM. DEVS.					
SUBSIDIES, LOANS, ETC					
TOTALS					

ORGANIZATIONAL CHART

Board of Architecture
Landscape Architecture Advisory Committee
Interior Design Advisory Committee
2 Professional Parkway #2B
Ridgeland, MS 39157
Agency: 0846
Fund: 3384800000
Page 1 of 1
Prepared by John Cothron



Agency Revenue Source Report - FY2023 Data

As Required by HB 831, 2015 Legislative Session

And SB 2387, 2016 Legislative Session

Agency Name Mississippi State Board of Architecture

Budget Year FY23

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
BP Settlement Fund	0
Gulf Coast Restoration Fund	0
Coronavirus State Fiscal Recovery Fund	0
Coronavirus State Fiscal Recovery Lost Revenue Fund	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.

Federal Funds	Amount Received	Action or results promised in order to receive funds
<i>Federal Fund #1</i>	0	
<i>Federal Fund #2</i>	0	

Description of any Maintenance of Effort agreements entered into with any federal agency or subdivision thereof

Special Funds

*Special Fund, Board of Architecture: 3848
Program 18480101; Licensure & Regulation*

Amount Received
\$ 79,925

Revenue from Tax, Fine or Fee Assessed

Licensure and Regulation

Amount Assessed	See Fee Schedule on Next Page
Amount Collected	\$ 79,925
Derived From (subtotals):	
<i>Licensure Application Fees</i>	\$ 66,275
<i>Renewal and Reinstatement Fees</i>	\$ 12,845
<i>Fines and Penalties</i>	\$ 200
<i>Other Fees</i>	\$ 605

Authority to Collect
Method of Determining Assessment
Method of Collection
Amt. & Purpose for which Expended
Amount

\$ 298,188

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.
Board sets fees within parameters of law.
Online (cash, check, charge), In-Person/Mail (check, cash)

Purpose
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	\$ 991,006

**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 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 OF STATE INITIAL REG FEE	\$450.00
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
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Fiscal Year 2025 Budget Sheet

Line Item Requests	Quantity	Total Salary	Total Fringe	Total Need
Total Additional Headcount Need	0	\$0.00	\$0.00	\$0.00
Total Title Change Need	0	\$0.00	\$0.00	\$0.00
Total Salary Progression Need	1	\$1,948.99	\$507.81	\$2,456.80
Total Equity Adjustment Need	0	\$0.00	\$0.00	\$0.00
Total Immediate Labor Market Change Need	0	\$0.00	\$0.00	\$0.00
Total SPB Budget Request	1	\$1,948.99	\$507.81	\$2,456.80

Headcount Increase					
*This request is for additional authorized headcounts the agency anticipates hiring in the upcoming fiscal year. Requested increases should only be included if the agency can not meet the staffing needs with the current vacancy compliance headcounts and funding.					
Title	Reason	Quantity	Total Salary	Total Fringe	Total Need
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Additional Headcount Need		0	\$0.00	\$0.00	\$0.00

Title Changes					
*Group similar requests for similar reasons					
Old Title	New Title	Quantity	Increase Amt	Fringe	Total Need
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Title Change Need		0	\$0.00	\$0.00	\$0.00

In-Range Adjustments - Salary Progression					
*Group similar requests for similar reasons					
Current Title	Reason	Quantity	Increase Amt	Fringe	Total Need
Administrative Support Specialist 5	Performance	1	\$1,948.99	\$507.81	\$2,456.80
					\$0.00
					\$0.00
Total Salary Progression Need		1	\$1,948.99	\$507.81	\$2,456.80

In-Range Adjustments - Equity Adjustment					
*Group similar requests for similar reasons					
Current Title	Reason	Quantity	Increase Amt	Fringe	Total Need
					\$0.00
					\$0.00
Total Equity Adjustment Need		0	\$0.00	\$0.00	\$0.00

In-Range Adjustments - Immediate Labor Market Changes					
*Group similar requests for similar reasons					
Current Title	Reason	Quantity	Increase Amt	Fringe	Total Need
					\$0.00
					\$0.00
					\$0.00
Total Immediate Labor Market Change Need		0	\$0.00	\$0.00	\$0.00

Continuation of Existing Vacancy Funding					
*This request should be the vacant headcount and funding the agency believes they will fill in the upcoming fiscal year or are currently out for recruitment in this fiscal year. These should NOT be requests for new headcount or funding over the current fiscal year appropriated salary amounts.					
Title	Reason	Quantity	Total Salary	Total Fringe	Total Need
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Existing Vacancy Funding		0	\$0.00	\$0.00	\$0.00

**MISSISSIPPI STATE PERSONNEL BOARD
HUMAN RESOURCES NEEDS NARRATIVE
FOR FISCAL YEAR 2025**

AGENCY NAME/NUMBER: Mississippi State Board of Architecture/848-00

In-Range Adjustments – Salary Progression

The Mississippi State Board of Architecture is requesting an increase in personal services in order to raise the Administrative Support Specialist's salary by 5% in recognition of her exceptional performance.

The Administrative Support Specialist position is critical to the Board's operations as this individual is responsible for a host of duties, including the processing of applications for registration, processing of contracts and invoices in MAGIC, preparing payroll and travel expense documentation, monitoring agency revenue and expenditures, assisting with meeting preparations, communicating with applicants, registrants, and the public, and providing executive administrative support to an agency head. The individual in this position has received successful performance review ratings since her hire by the agency in 2021.

The salary range for this position is \$33,600 - \$57,330, and the current annual salary is set at \$38,979.79. With the 5% increase, the new annual salary for the position will be \$40,929.78 (excluding fringe), which is below the current market rate of \$45,864.00. The total increase requested with fringe is \$2,456.80.

This increase is offset by a slight decrease in the contractual expenses category, so it will not result in an increase to the Board's total appropriation.

Your consideration of this request is greatly appreciated.