

# ARKANSAS STATE BOARD OF MASSAGE THERAPY

## Enabling Laws

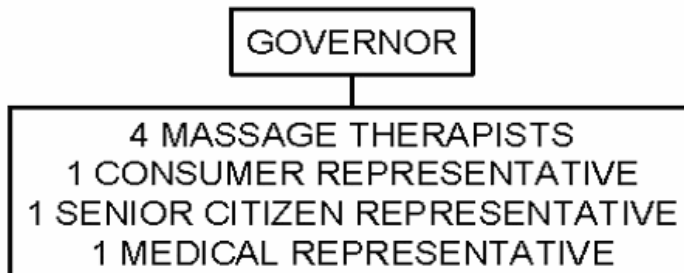
Act 23 of 2005  
A.C.A. §19-5-1215

## History and Organization

The Arkansas State Board of Massage Therapy was created with the intent to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas.

The Board consists of seven (7) members appointed by the Governor for a term of three years. Four members are licensed to practice massage therapy. One member represents the elderly, one member represents the public, and one member represents the medical field.

The Board has statutory authority to examine and inspect all massage therapy schools, offices, and clinics in the State. The Board is required to hold at least one examination each year, and may hold other examinations from time to time. Certificates of registration are issued annually for Massage Therapists, Master Massage Therapists, Massage Therapy Instructors, Massage Therapy Schools, and Massage Therapy Offices or Clinics. Registration certificates are issued annually and expire on June 30 of each year.



## Agency Commentary

The Arkansas State Board of Massage Therapy is requesting an increase in Operating Expenses in the amount of \$10,000 each year of the biennium. This increase includes association dues of \$1,500 each year to join the Federation of State Board of Massage Therapy. Membership in this professional organization will provide the Board with legal counsel as well as legal defensibility of a new exam being developed for all State Massage Boards to use. The Federation will also help all State Massage Boards to work together on problematic therapists from state to state and reciprocity from state to state.

Additional mileage expense in the amount of \$1,000 each year is needed to allow the staff to perform inspections twice a year at schools. Two new schools have recently been established in Mountain Home and Jonesboro. The remainder of the increase is needed to reimburse board

members for expenses associated with attending board meetings and to pay rent and utility costs for the Board's new office space. The new office space will also have enough room to hold testing and some board meetings without having to travel to find meeting and testing space.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
 AUDIT OF :  
 ARKANSAS STATE BOARD OF MASSAGE THERAPY  
 FOR THE YEAR ENDED JUNE 30, 2005

Findings	Recommendations
<p>The agency failed to maintain proper financial documentation. In a sample of seventy-eight (78) expenditures totaling \$26,395, twenty-four (24) payments totaling \$4,348 lacked proper supporting documentation. Invoices were not marked to prevent duplicate payment and travel reimbursement forms were not approved by the Agency's disbursing officer. We noted four (4) instances of duplicate payments totaling \$1,476. Also, receipt books for November 11, 2004 through May 4, 2005 were not located during the review. Adequate documentation is essential to prevent misappropriation of assets. Due to circumstances noted, the Agency assets could be in jeopardy.</p>	

## **Employment Summary**

	Male	Female	Total	%
White Employees	0	2	2	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			2	100 %

## Publications

### A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

**Agency Position Usage Report**

FY2004-2005						FY2005-2006						FY2006-2007					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
1	1	0	1	0	0.00%	2	2	0	2	0	0.00%	2	2	0	2	0	0.00%

## **Analysis of Budget Request**

**Appropriation:** 428 - Massage Board Operations

**Funding Sources:** MMT-Massage Therapy Board

The Arkansas State Board of Massage Therapy was created to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas. The Board has statutory authority to examine and inspect all massage therapy schools, offices, and clinics in the State. The Board is required to hold at least one examination each year, and may hold other examinations from time to time. Certificates of registration are issued annually for Massage Therapists, Master Massage Therapists, Massage Therapy Instructors, Massage Therapy schools, and Massage Therapy offices or clinics.

A cost of living increase is not incorporated in Base Level pending the outcome of the Classification and Compensation Study. The Base Level request of \$64,111 each year of the biennium for Regular Salaries does include board member Stipend payments. Personal Services Matching reflects increases in the Base Level due to certain increases in Worker's Compensation and Unemployment Tax rates as well as a \$30 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$350 per month.

In addition to the Base Level appropriation of \$124,265 each year of the biennium, the Board is requesting \$10,000 each year in Operating Expenses. This additional appropriation will be used to pay rent and utilities at the Board's new office space, provide association dues to join the Federation of State Board of Massage Therapy and allow staff to continue twice a year inspections at schools.

Executive Recommendation provides for Agency Request.

## Appropriation

**Appropriation:** 428 Message Board Operations  
**Funding Sources:** MMT-Massage Therapy Board

### Historical Data

### Agency Request and Executive Recommendation

Commitment Item		2005-2006	2006-2007	2006-2007	2007-2008			2008-2009		
		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	54,081	64,111	61,591	64,111	64,111	64,111	64,111	64,111	64,111
<b>#Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Personal Services Matching	5010003	16,200	20,308	19,259	21,064	21,064	21,064	21,064	21,064	21,064
Operating Expenses	5020002	39,090	39,090	39,090	39,090	49,090	49,090	39,090	49,090	49,090
Conference & Travel Expenses	5050009	0	0	0	0	0	0	0	0	0
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>109,371</b>	<b>123,509</b>	<b>119,940</b>	<b>124,265</b>	<b>134,265</b>	<b>134,265</b>	<b>124,265</b>	<b>134,265</b>	<b>134,265</b>
<b>Funding Sources</b>										
Fund Balance	4000005	177,192	251,140		258,211	258,211	258,211	254,526	254,526	254,526
Cash Fund	4000045	183,319	130,580		120,580	130,580	130,580	120,580	130,580	130,580
<b>Total Funding</b>		<b>360,511</b>	<b>381,720</b>		<b>378,791</b>	<b>388,791</b>	<b>388,791</b>	<b>375,106</b>	<b>385,106</b>	<b>385,106</b>
Excess Appropriation/(Funding)		(251,140)	(258,211)		(254,526)	(254,526)	(254,526)	(250,841)	(250,841)	(250,841)
<b>Grand Total</b>		<b>109,371</b>	<b>123,509</b>		<b>124,265</b>	<b>134,265</b>	<b>134,265</b>	<b>124,265</b>	<b>134,265</b>	<b>134,265</b>

The FY07 Budgeted amount in Regular Salaries and Personal Services Matching exceeds the Authorized amount due to stipend payments to board members and associated fringe benefits as well as an increase in the retirement rate. Income in FY06 reflects a one time fund transfer of \$51,769 from an account used by the agency in legacy accounting system.

## Change Level by Appropriation

**Appropriation:** 428-Massage Board Operations

**Funding Sources:** MMT-Massage Therapy Board

### Agency Request

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	124,265	2	124,265	100.0	124,265	2	124,265	100.0
C01	Existing Program	10,000	0	134,265	108.0	10,000	0	134,265	108.0

### Executive Recommendation

Change Level		2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	124,265	2	124,265	100.0	124,265	2	124,265	100.0
C01	Existing Program	10,000	0	134,265	108.0	10,000	0	134,265	108.0

### Justification

C01 This increase includes association dues of \$1,500 each year to join the Federation of State Board of Massage Therapy. Additional mileage expense in the amount of \$1,000 each year is needed to allow the staff to perform inspections twice a year at schools. The remainder of the increase is needed to reimburse board members for expenses associated with attending board meetings and to pay rent and utility costs for the Board's new office space.