ADMINISTRATIVE SERVICES

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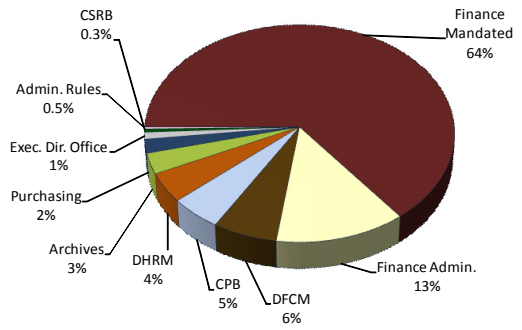
AGENCY BUDGET OVERVIEW

ADMINISTRATIVE SERVICES AGENCIES INCLUDE:

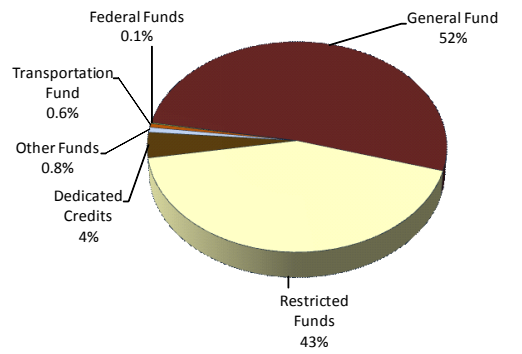
- Administrative Services
- Capitol Preservation Board (CPB)
- Human Resource Management (DHRM)
- Career Service Review Board (CSRB)

Mission: Deliver support services of the highest quality and best value to government agencies and the public; provide operational services and maintenance for the Capitol Hill buildings and grounds; administer human resource functions and support quality management; and oversee state employee grievances and appeals.

Where Will My Taxes and Fees Go for Administrative Services? (Total FY 2011 Operational Funding is $77,863,100)



Financing of Administrative Services Agencies (Based on FY 2011 Recommendations)



MAJOR ACCOMPLISHMENTS AND SERVICES
(Headings include funding in Governor's recommendations)

Finance Administration* - $10 million
- Posted more than 300 entities' financial information on the Finance Transparency Website

Facilities Construction and Management (DFCM) - $4.9 million
- Improved efficiency by adapting teleconferencing technologies for construction projects

Archives - $2.4 million
- Developed training opportunities for the Public Notice Website, GRAMA, and Records Management

Purchasing - $1.6 million
- Implemented a training program for purchasing agents in other agencies

Administrative Rules - $0.4 million
- Codified 1,142 administrative rules

Fleet Operations
- Saved $1.8 million by changing the replacement standard for state vehicles to 105,000 miles from 90,000 miles

Risk Management
- Received a superior rating of 98 percent on claims processing from an independent auditor

Capitol Preservation Board - $3.9 million
- Established 11 new visitor service programs focused on education, public service and special events

Human Resource Management - $3.4 million
- Provided 47,500 hours of training to state managers at a cost of less than $6 per instruction hour through the Certified Public Management Program, Utah Leadership Institute, and Art and Science of Supervision Program

Career Service Review Board - $0.2 million
- Resolved 57 grievance cases

* Note: Does not include funding for Finance Mandated

RECOMMENDATIONS: GOVERNOR'S GOALS AND INITIATIVES

(See itemized table for full list of recommendations)

State Archives

- Support the Public Notice Website with $32,400 ongoing General Fund
- Maintain access to the State Records Center with $80,000 ongoing General Fund

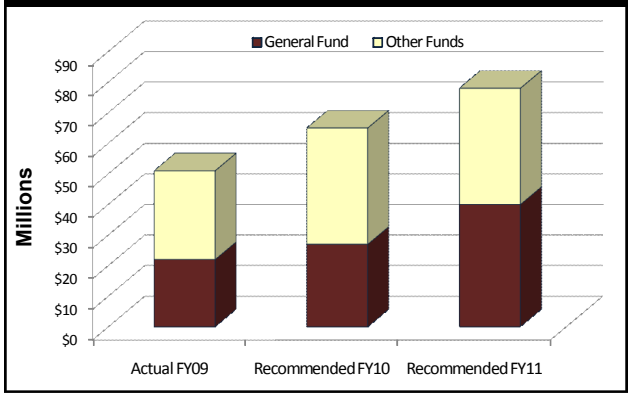
Finance Administration

- Support the statewide data warehouse system with $120,300 ongoing General Fund
- Continue development and maintenance of the Finance Transparency Website with $38,400 ongoing General Fund

Finance Mandated

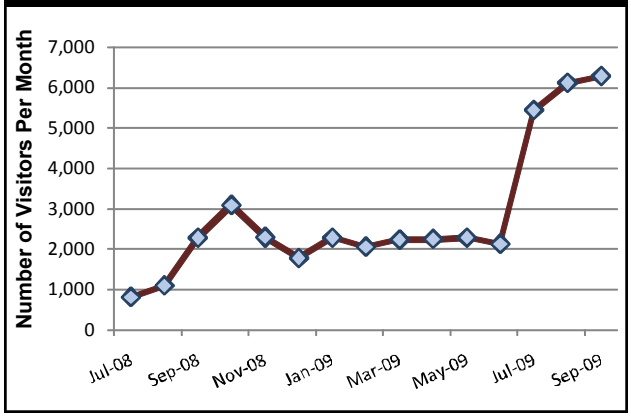
- Reimburse counties for the cost of incarcerating felony offenders sentenced to jail as a condition of probation with $10,000,000 one-time General Fund

General Fund and Total Funds in Administrative Services Agencies*

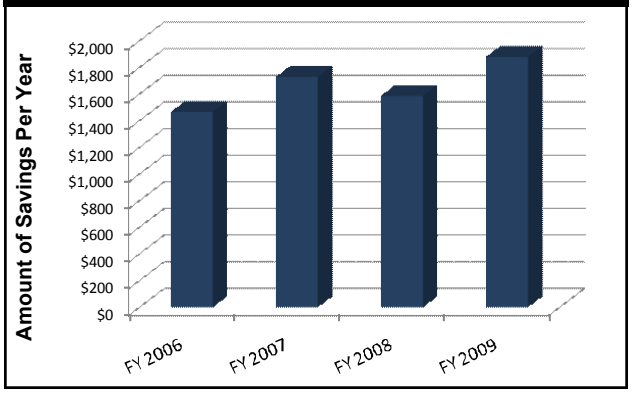


* Note: Recommended FY11 includes Jail Reimbursement

Public Notice Website July 2008 to Sept 2009



Freight and Postage Savings



PROPOSED LEGISLATIVE INTENT LANGUAGE AND INTERNAL SERVICE FUNDS

FY 2011

Department of Administrative Services

- Funds for Executive Director's Office are nonlapsing.
- Funds for Child Welfare Parental Defense are nonlapsing.
- Funds for Judicial Conduct Commission are nonlapsing.
- Funds for Post Conviction Indigent Defense are nonlapsing.
- Funds for Finance used for an actuarial study of post-employment benefits, operation, development of statewide accounting systems, and the annual GASB assessment are nonlapsing.
- Funds for Archives are nonlapsing and shall be used to support the regional repository training and development program for local and regional repositories in Utah.
- Funds for Fleet Operations for capital outlay authority granted within a fiscal year for vehicles not delivered by the end of the fiscal year in which purchase orders were issued obligating capital outlay are nonlapsing.
- The DFCM internal service fund may add three full-time equivalents and two vehicles if new facilities commence operation or maintenance agreements are requested.
- Funds for Purchasing are nonlapsing and shall be used for electronic commerce.

Capitol Preservation Board

- Funds for the gift shop, art maintenance, and visitor services are nonlapsing.
- Funds are nonlapsing for maintenance and repairs on Capitol Hill, special upkeep of historic items, and special operational needs.

Department of Human Resource Management

- Funds for DHRM are nonlapsing and shall be used for information technology and consulting services.

Career Service Review Board

- Funds for Career Service Review Board are nonlapsing.

FY 2010

Department of Administrative Services

- Funds for Executive Director's Office are nonlapsing.
- Funds for Office of Child Welfare Parental Defense are nonlapsing.
- Funds for Judicial Conduct Commission are nonlapsing.
- Funds for Post Conviction Indigent Defense are nonlapsing.
- Funds for Finance used for an actuarial study of post-employment benefits, operation, development of statewide accounting systems, and the annual GASB assessment are nonlapsing.
- Funds for Archives are nonlapsing and shall be used to support the regional repository training and development program for local and regional repositories in Utah.
- Funds for Fleet Operations for capital outlay authority granted within a fiscal year for vehicles not delivered by the end of the fiscal year in which purchase orders were issued obligating capital outlay are nonlapsing.
- The DFCM internal service fund may add three full-time equivalents and two vehicles if new facilities come online or maintenance agreements are requested.
- Funds for Purchasing are nonlapsing and shall be used for electronic commerce.
- Funds for Jail Reimbursement are nonlapsing and shall be transferred to the Department of Administrative Services - Finance Mandated from the Department of Corrections.

Capitol Preservation Board

- Funds for the gift shop, art maintenance, and visitor services are nonlapsing.
- Funds are nonlapsing for maintenance and repairs on Capitol Hill, special upkeep of historic items, and special operational needs.

Department of Human Resource Management

- Funds for DHRM are nonlapsing and shall be used for information technology and consulting services.

Career Service Review Board

- Funds for Career Service Review Board are nonlapsing.

INTERNAL SERVICE FUND (ISF) RECOMMENDATIONS

DAS and DHRM ISFs provide products and services to state and other government agencies on a cost-reimbursement basis. They account for the cost of certain government services, thereby avoiding duplication of effort among agencies and creating statewide savings. State agency budgets include funding for ISF services.

ISF divisions must receive legislative approval for rates charged to agencies, capital acquisitions, and FTE. The Governor recommends the rate changes that have been approved by the ISF Rate Committee along with the estimated revenue, FTE, and capital outlay indicated in the following table.

FY 2011 Recommendation

ISF Description	Estimated Revenue	FTE Recommended	Capital Outlay Recommended
General Services	$17,519,700 [a]	62.50 [f]	$2,864,500
Fleet Operations	61,657,900 [b]	38.00	21,025,100
Risk Management	34,888,000 [c]	26.00	300,000 [g]
Facilities Management	27,506,400 [d]	141.00	94,800
Human Resource Management	11,254,400 [e]	148.75	0

[a] *The FY 2011 revenue estimate includes a task distribution rate adjustment of $313,100, a mail distribution rate adjustment of $173,300, a special handling adjustment of $50,700, and an auto insert rate adjustment of $40,800.*

[b] *The FY 2011 revenue estimate includes a variable rate adjustment of $31,100.*

[c] *The FY 2011 revenue estimate includes a property rate adjustment of $60,100.*

[d] *The FY 2011 revenue estimate includes a maintenance rate adjustment of $358,600.*

[e] *The FY 2011 revenue estimate includes a human resource services rate adjustment of ($654,700) and a payroll services adjustment of ($4,900).*

[f] *The FY 2011 recommended FTE includes the addition of 10 FTE to replace 10 Schedule AL employees currently working at State Mail.*

[g] *The FY 2011 recommended capital outlay includes $300,000 for claims processing software.*

ADMINISTRATIVE SERVICES

Operating Budget

	Actual FY 2009	Authorized FY 2010	Governor Herbert's Recommendations: Supple-mentals	Recommended FY 2010	Base FY 2011	Ongoing and One-time Adj.	Total FY 2011
Plan of Financing							
General Fund	$21,864,100	$27,467,500	($397,300)	$27,070,200	$20,135,500	$20,195,800	$40,331,300
Transportation Fund	450,000	450,000	0	450,000	450,000	0	450,000
Federal Funds	55,500	77,000	(400)	76,600	113,000	0	113,000
Dedicated Credits	3,901,100	3,084,500	(29,500)	3,055,000	2,985,700	65,800	3,051,500
Restricted and Trust Funds	34,407,100	33,322,400	(59,800)	33,262,600	33,322,400	4,800	33,327,200
Beginning Balances	2,596,500	3,564,300	234,100	3,798,400 *(a)*	2,153,500	0	2,153,500
Closing Balances	(3,564,300) *(a)*	(2,153,500)	0	(2,153,500)	(1,563,400)	0	(1,563,400)
Lapsing Funds	(8,705,800)	0	0	0	0	0	0
Total Financing	**$51,004,200**	**$65,812,200**	**($252,900)**	**$65,559,300**	**$57,596,700**	**$20,266,400**	**$77,863,100**
Programs							
Administrative Services							
Executive Director's Office	$919,100	$777,400	($18,800)	$758,600	$752,200	$39,500	$791,700
Administrative Rules	357,400	431,100	(10,800)	420,300	378,900	(1,500)	377,400
Archives	2,550,200	2,326,400	(44,900)	2,281,500	2,280,900	116,400	2,397,300
DFCM - Administration	5,256,000	5,009,400	(129,600)	4,879,800	4,921,000	28,300	4,949,300
Finance - Administration	10,320,500	10,423,300	(150,800)	10,272,500	10,008,400	13,900	10,022,300
Mandated - Judicial Conduct Comm.	229,300	251,500	(7,400)	244,100	251,500	0	251,500
Mandated - Indigent Defense	95,600	95,600	0	95,600	95,600	0	95,600
Mandated - Other	21,579,000	36,290,000	234,100	36,524,100	29,790,000	20,000,000	49,790,000
Purchasing	1,649,700	1,632,900	(47,900)	1,585,000	1,587,400	16,000	1,603,400
Subtotal Administrative Services	*42,956,800*	*57,237,600*	*(176,100)*	*57,061,500*	*50,065,900*	*20,212,600*	*70,278,500*
Capitol Preservation Board	4,211,500	4,272,400	(18,500)	4,253,900	3,829,700	99,800	3,929,500
Career Service Review Board	206,500	242,500	(6,100)	236,400	227,500	1,400	228,900
Human Resource Management	3,629,400	4,059,700	(52,200)	4,007,500	3,473,600	(47,400)	3,426,200
Total Budget	**$51,004,200**	**$65,812,200**	**($252,900)**	**$65,559,300**	**$57,596,700**	**$20,266,400**	**$77,863,100**
% Change from Authorized FY 2010 to Total FY 2011							**18.3%**
FTE Positions	--	179.9	0.0	179.9	178.9	0.5	179.4

(a) The difference between the closing balance in FY 2009 and the beginning balance in FY 2010 is due to the transfer of the Jail Reimbursement program from Corrections.

ADMINISTRATIVE SERVICES

Capital Budget

	Actual FY 2009	Authorized FY 2010	Governor Herbert's Recommendations: Supple-mentals	Recommended FY 2010	Base FY 2011	Ongoing and One-time Adj.	Total FY 2011
Plan of Financing							
General Fund	$118,020,100	$25,394,400	$0	$25,394,400	$25,394,400	$0	$25,394,400
Education Fund	30,268,100	30,268,100	0	30,268,100	30,268,100	0	30,268,100
Transfers	0	0	6,894,000	6,894,000	0	0	0
Total Financing	**$148,288,200**	**$55,662,500**	**$6,894,000**	**$62,556,500**	**$55,662,500**	**$0**	**$55,662,500**
Projects							
Statewide capital improvements	$67,838,200	$55,662,500	$0	$55,662,500	$55,662,500	$0	$55,662,500
Corrections - Gunnison facility	54,500,000	0	0	0	0	0	0
National Guard armories	3,000,000	0	0	0	0	0	0
Veterans' nursing home	19,700,000	0	0	0	0	0	0
Courts Ogden land purchase	3,250,000	0	0	0	0	0	0
Corrections Parole Violator Center	0	0	3,600,000	3,600,000	0	0	0
DPS Ogden Drivers License Building	0	0	3,294,000	3,294,000	0	0	0
Total Budget	**$148,288,200**	**$55,662,500**	**$6,894,000**	**$62,556,500**	**$55,662,500**	**$0**	**$55,662,500**
% Change from Authorized FY 2010 to Total FY 2011							**0.0%**

Capital facility projects (except for Economic Development and Revenue, Higher Education, Public Education, and Transportation) are included in the Administrative Services budget because they are administered by the Division of Facilities Construction and Management, a division of the Department of Administrative Services.

ADMINISTRATIVE SERVICES

		General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted Funds	Other Funds	Total Funds
ADMINISTRATIVE SERVICES FY 2011 OPERATING BUDGET								
	Beginning Base Budget							
A1	FY 2010 appropriated budget	$20,362,800	$0	$450,000	$2,217,300	$33,322,400	$572,700	$56,925,200
A2	Adjustments for one-time FY 2010 appropriations	(8,485,600)	0	0	0	0	0	(8,485,600)
A3	Adjustment to funding levels	1,700,000	0	0	(193,000)	0	119,300	1,626,300
	Total Beginning Base Budget - Administrative Services	**13,577,200**	**0**	**450,000**	**2,024,300**	**33,322,400**	**692,000**	**50,065,900**
	Statewide Ongoing Adjustments							
A4	General services internal service fund adjustments	75,200	0	0	5,100	0	0	80,300
A5	Technology services internal service fund adjustments	(226,900)	0	0	400	(8,300)	0	(234,800)
A6	Health insurance rate adjustments	75,100	0	0	5,000	12,500	800	93,400
A7	Retirement rate adjustments	140,100	0	0	8,300	25,400	0	173,800
A8	Unemployment Insurance and Term Pool adjustments	(137,500)	0	0	(8,100)	(24,800)	(800)	(171,200)
	Subtotal Statewide Ongoing Adjustments - Administrative Services	*(74,000)*	*0*	*0*	*10,700*	*4,800*	*0*	*(58,500)*
	Ongoing Adjustments							
A9	Archives - restore State Records Center personnel	80,000	0	0	0	0	0	80,000
A10	Archives - Public Notice Website	32,400	0	0	0	0	0	32,400
A11	Finance - restore IT staff funding	120,300	0	0	0	0	0	120,300
A12	Finance - Transparency Website maintenance	38,400	0	0	0	0	0	38,400
	Subtotal Ongoing Adjustments - Administrative Services	*271,100*	*0*	*0*	*0*	*0*	*0*	*271,100*
	One-time Adjustments							
A13	Finance Mandated - Jail Reimbursement	10,000,000	0	0	0	0	0	10,000,000
A14	Finance Mandated - other	10,000,000	0	0	0	0	0	10,000,000
	Subtotal One-time Adjustments - Administrative Services	*20,000,000*	*0*	*0*	*0*	*0*	*0*	*20,000,000*
	Total FY 2011 Administrative Services Adjustments	**20,197,100**	**0**	**0**	**10,700**	**4,800**	**0**	**20,212,600**
Total FY 2011 Administrative Services Operating Budget		**$33,774,300**	**$0**	**$450,000**	**$2,035,000**	**$33,327,200**	**$692,000**	**$70,278,500**
ADMINISTRATIVE SERVICES FY 2010 OPERATING BUDGET ADJUSTMENTS								
	Supplemental Adjustments							
A15	3% cost-of-living adjustment equivalent	($258,300)	$0	$0	($15,300)	($46,800)	$0	($320,400)
A16	Term Pool adjustments	(72,200)	0	0	(4,200)	(13,000)	(400)	(89,800)
A17	Jail Reimbursement adjustment	0	0	0	0	0	234,100	234,100
	Subtotal Supplemental Adjustments - Administrative Services	*(330,500)*	*0*	*0*	*(19,500)*	*(59,800)*	*233,700*	*(176,100)*
Total FY 2010 Administrative Services Budget Adjustments		**($330,500)**	**$0**	**$0**	**($19,500)**	**($59,800)**	**$233,700**	**($176,100)**

ADMINISTRATIVE SERVICES - CONTINUED

		General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted Funds	Other Funds	Total Funds
ADMINISTRATIVE SERVICES FY 2011 CAPITAL BUDGET								
	Beginning Capital Base Budget							
A18	FY 2010 appropriated budget	$25,394,400	$30,268,100	$0	$0	$0	$0	$55,662,500
	Total FY 2011 Administrative Services Capital Base Budget	**25,394,400**	**30,268,100**	**0**	**0**	**0**	**0**	**55,662,500**
Total FY 2011 Administrative Services Capital Budget		**$25,394,400**	**$30,268,100**	**$0**	**$0**	**$0**	**$0**	**$55,662,500**
ADMINISTRATIVE SERVICES FY 2010 CAPITAL BUDGET ADJUSTMENTS								
	Supplemental Adjustments							
A19	Corrections Parole Violator Center	$0	$0	$0	$0	$0	$3,600,000	$3,600,000
A20	Public Safety Ogden Drivers License Building	0	0	0	0	0	3,294,000	3,294,000
	Subtotal Supplemental Capital Adjustments - Administrative Services	*0*	*0*	*0*	*0*	*0*	*6,894,000*	*6,894,000*
Total FY 2010 Administrative Services Capital Adjustments		**$0**	**$0**	**$0**	**$0**	**$0**	**$6,894,000**	**$6,894,000**
CAPITOL PRESERVATION BOARD FY 2011 OPERATING BUDGET								
	Beginning Base Budget							
A21	FY 2010 appropriated budget	$3,723,600	$0	$0	$661,800	$0	$0	$4,385,400
A22	Adjustments for one-time FY 2010 appropriations	(466,400)	0	0	0	0	0	(466,400)
A23	Adjustments to funding levels	0	0	0	(100,400)	0	11,100	(89,300)
	Total Beginning Base Budget - Capitol Preservation Board	**3,257,200**	**0**	**0**	**561,400**	**0**	**11,100**	**3,829,700**
	Statewide Ongoing Adjustments							
A24	General services internal service fund adjustments	43,900	0	0	53,300	0	0	97,200
A25	Technology services internal service fund adjustments	(400)	0	0	(200)	0	0	(600)
A26	Health insurance rate adjustments	1,600	0	0	2,400	0	0	4,000
A27	Retirement rate adjustments	3,100	0	0	3,800	0	0	6,900
A28	Unemployment Insurance and Term Pool adjustments	(3,500)	0	0	(4,200)	0	0	(7,700)
	Subtotal Statewide Ongoing Adjustments - Capitol Preservation Board	*44,700*	*0*	*0*	*55,100*	*0*	*0*	*99,800*
	Total FY 2011 Capitol Preservation Board Adjustments	**44,700**	**0**	**0**	**55,100**	**0**	**0**	**99,800**
Total FY 2011 Capitol Preservation Board Operating Budget		**$3,301,900**	**$0**	**$0**	**$616,500**	**$0**	**$11,100**	**$3,929,500**
CAPITOL PRESERVATION BOARD FY 2010 OPERATING BUDGET ADJUSTMENTS								
	Supplemental Adjustments							
A29	3% cost-of-living adjustment equivalent	($6,600)	$0	$0	($7,800)	$0	$0	($14,400)
A30	Term Pool adjustments	(1,900)	0	0	(2,200)	0	0	(4,100)
	Subtotal Supplemental Adjustments - Capitol Preservation Board	*(8,500)*	*0*	*0*	*(10,000)*	*0*	*0*	*(18,500)*
Total FY 2010 Capitol Preservation Board Budget Adjustments		**($8,500)**	**$0**	**$0**	**($10,000)**	**$0**	**$0**	**($18,500)**

ADMINISTRATIVE SERVICES - CONTINUED

		General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted Funds	Other Funds	Total Funds
CAREER SERVICE REVIEW BOARD FY 2011 OPERATING BUDGET								
	Beginning Base Budget							
A31	FY 2010 appropriated budget	$227,500	$0	$0	$0	$0	$0	$227,500
	Total Beginning Base Budget - Career Service Review Board	**227,500**	**0**	**0**	**0**	**0**	**0**	**227,500**
	Statewide Ongoing Adjustments							
A32	Health insurance rate adjustments	1,300	0	0	0	0	0	1,300
A33	Retirement rate adjustments	2,600	0	0	0	0	0	2,600
A34	Unemployment Insurance and Term Pool adjustments	(2,500)	0	0	0	0	0	(2,500)
	Subtotal Statewide Ongoing Adjustments - Career Service Review Board	*1,400*	*0*	*0*	*0*	*0*	*0*	*1,400*
	Total FY 2011 Career Service Review Board Adjustments	**1,400**	**0**	**0**	**0**	**0**	**0**	**1,400**
Total FY 2011 Career Service Review Board Operating Budget		**$228,900**	**$0**	**$0**	**$0**	**$0**	**$0**	**$228,900**
CAREER SERVICE REVIEW BOARD FY 2010 OPERATING BUDGET ADJUSTMENTS								
	Supplemental Adjustments							
A35	3% cost-of-living adjustment equivalent	($4,800)	$0	$0	$0	$0	$0	($4,800)
A36	Term Pool adjustments	(1,300)	0	0	0	0	0	(1,300)
	Subtotal Supplemental Adjustments - Career Service Review Board	*(6,100)*	*0*	*0*	*0*	*0*	*0*	*(6,100)*
Total FY 2010 Career Service Review Board Budget Adjustments		**($6,100)**	**$0**	**$0**	**$0**	**$0**	**$0**	**($6,100)**
HUMAN RESOURCE MANAGEMENT FY 2011 OPERATING BUDGET								
	Beginning Base Budget							
A37	FY 2010 appropriated budget	$3,153,600	$0	$0	$400,000	$0	$0	$3,553,600
A38	Adjustments for one-time FY 2010 appropriations	80,000	0	0	0	0	0	80,000
A39	Adjustments to funding levels	(160,000)	0	0	0	0	0	(160,000)
	Total Beginning Base Budget - Human Resource Management	**3,073,600**	**0**	**0**	**400,000**	**0**	**0**	**3,473,600**
	Statewide Ongoing Adjustments							
A40	General services internal service fund adjustments	4,000	0	0	0	0	0	4,000
A41	Technology services internal service fund adjustments	(63,200)	0	0	0	0	0	(63,200)
A42	Health insurance rate adjustments	11,100	0	0	0	0	0	11,100
A43	Retirement rate adjustments	22,300	0	0	0	0	0	22,300
A44	Unemployment Insurance and Term Pool adjustments	(21,600)	0	0	0	0	0	(21,600)
	Subtotal Statewide Ongoing Adjustments - Human Resource Management	*(47,400)*	*0*	*0*	*0*	*0*	*0*	*(47,400)*
	Total FY 2011 Human Resource Management Adjustments	**(47,400)**	**0**	**0**	**0**	**0**	**0**	**(47,400)**
Total FY 2011 Human Resource Management Operating Budget		**$3,026,200**	**$0**	**$0**	**$400,000**	**$0**	**$0**	**$3,426,200**

ADMINISTRATIVE SERVICES - CONTINUED

	General Fund	Education Fund	Transportation Fund	Dedicated Credits	Restricted Funds	Other Funds	Total Funds
HUMAN RESOURCE MANAGEMENT FY 2010 OPERATING BUDGET ADJUSTMENTS							
Supplemental Adjustments							
A45 3% cost-of-living adjustment equivalent	($40,800)	$0	$0	$0	$0	$0	($40,800)
A46 Term Pool adjustments	(11,400)	0	0	0	0	0	(11,400)
Subtotal Supplemental Adjustments - Human Resource Management	*(52,200)*	*0*	*0*	*0*	*0*	*0*	*(52,200)*
Total FY 2010 Human Resource Management Budget Adjustments	**($52,200)**	**$0**	**$0**	**$0**	**$0**	**$0**	**($52,200)**
ADMINISTRATIVE SERVICES TOTALS							
FY 2011 Operating Base Budget	$20,135,500	$0	$450,000	$2,985,700	$33,322,400	$703,100	$57,596,700
FY 2011 Operating Ongoing and One-time Adjustments	20,195,800	0	0	65,800	4,800	0	20,266,400
FY 2011 Operating Recommendation	40,331,300	0	450,000	3,051,500	33,327,200	703,100	77,863,100
FY 2010 Budget Adjustments	(397,300)	0	0	(29,500)	(59,800)	233,700	(252,900)
FY 2011 Capital Base Budget	25,394,400	30,268,100	0	0	0	0	55,662,500
FY 2011 Capital Recommendation	25,394,400	30,268,100	0	0	0	0	55,662,500
FY 2010 Capital Adjustments	0	0	0	0	0	6,894,000	6,894,000