



TEXAS REAL ESTATE COMMISSION

Mailing Address: P.O. BOX 12188 • AUSTIN, TEXAS • 78711-2188

October 29, 1999

State Office of Risk Management
Information Resources Section
300 West 15th Street, 6th Floor
Austin, Texas 78711

Attention: Linda J. Adams

Attached are the Annual State Agency reporting forms (Part 1 - The Administrative Costs of Risk Management - SORM-200A and Part 2 - Insurance - SORM-200B) for FY 1999 as requested in your letter dated September 17, 1999. This agency did not have any Uninsured Claims or Property Losses so SORM-200C and SORM-200D are not being submitted.

If you have any questions please call (465-3921).

Sincerely,

Alan R. Waters
Director of Staff Services

cc: Wayne Thorburn, Administrator

**FY 1999 SORM ANNUAL STATE AGENCY REPORT
PART 1 - ADMINISTRATIVE COSTS OF RISK MANAGEMENT**

1. Agency Name: Texas Real Estate Commission

2. Comptroller Agency Code: 329

Note: All items must be directly related to risk management; whenever appropriate, prorate costs accordingly.

3. Internal Administrative Costs: (Prorate)

(a) Salaries, Wages, Bonuses	\$ <u>3,101.22</u>	(f) Capital Outlay	\$ <u>5,491.54</u>
(b) Employee Benefits	\$ <u>907.73</u>	(g) Rentals	\$ _____
(c) Travel	\$ _____	(h) Telephone and Utilities	\$ _____
(d) Training and Education	\$ <u>1,095.00</u>	(i) Other Operating Costs	\$ _____
(e) Supplies and Consumables	\$ <u>3,453.41</u>	(j) Safety Supplies and Equipment	\$ _____

Total Internal Administrative Cost (a) thru (j): \$ 14,048.90

Note: Attach detail of services

4. Outside Services:

(k) SORM Interagency Contract or Voucher Amount (FY 98)	\$ <u>191.65</u>
(l) Consultant Services and Fees	\$ _____
(m) Other Services	\$ <u>14,399.75</u>

Total Outside Services (k) thru (m): \$ 14,591.40

5. Fees, Taxes and Other Similar Expenses:

(n) Other Fees, Taxes, Expenses \$ _____

6. Prepared By:

Name: Alan R. Waters

Signature: _____

Title: Director of Staff Services

Date: October 29, 1999

Phone: 512/465-3921

Agency Director Name: Wayne Thorburn

Agency Director Signature: _____

Date: October 29, 1999

Phone: 512/465-3900

**FY 1999 SORM ANNUAL STATE AGENCY REPORT
PART 2 - INSURANCE**

1. Agency Name: Texas Real Estate Commission

2. Comptroller Agency Code: 329

3. Type of Policy	4. Policy Period	5. Name of the Insurance Company	6. Annual Premium	7. Coverage Limit (\$000)	8. Retention Amount (Deductible) (\$000)	9. Funding Source GR= General Revenue	10. No. of Claims				11. FY Losses	
							Open at the beginning of the FY	Open at the end of the FY	Closed during the FY with payment	Closed during the FY without payment	Amount paid in Deductible	Amount paid by insurance carrier
Public Official Bond	09/23/99-02	EMC Underwriters	42.66	\$10,000	None	GR	0	0	0	0	0	0
Public Official Bond	09/20/99-00	CNA Surety Corp.	50.00	\$10,000	None	GR	0	0	0	0	0	0
Official Bond and Oath	03/01/97-00	State Farm Insurance	35.00	\$10,000	None	GR	0	0	0	0	0	0
Official Bond and Oath	04/18/97-00	RLI Surety Division	59.17	\$10,000	None	GR	0	0	0	0	0	0
Official Bond and Oath	04/01/97-00	Western Surety Company	45.00	\$10,000	None	GR	0	0	0	0	0	0
Public Official Bond	09/14/99-00	Old Republic	50.00	\$10,000	None	GR	0	0	0	0	0	0
Official Bond and Oath	05/01/98-01	Universal Surety of America	45.00	\$10,000	None	GR	0	0	0	0	0	0
Official Bond and Oath	05/01/98-01	Western Surety Company	45.00	\$10,000	None	GR	0	0	0	0	0	0
Official Bond and Oath	05/01/98-01	Western Surety Company	45.00	\$10,000	None	GR	0	0	0	0	0	0
Employee Fidelity Bond	05/16/99-02	Western Surety Company	305.00	\$10,000	None	GR	0	0	0	0	0	0

12. Prepared By:

Name: Alan R. Waters

Signature:

Title: Director of Staff Services

Date: October 29, 1999

Phone: 512/465-3921

Agency Director Name: Wayne Thorburn

Agency Director Signature:

Date: October 29, 1999

Phone: 512/465-3900

* Attach Claims Loss Summary Report (s) from your Insurance Company: None

SORM-200B(8/99)(formerTWCC-126)