

# STATE OF FLORIDA

## *SCHEDULE I* *PREPARATION MANUAL*

*July 2014*  
*Budget Request Year 2015-16*



**Executive Office of the Governor**  
**Office of Policy and Budget**

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# MAJOR CHANGES

## Schedule I Preparation Manual

| CHANGES   | DESCRIPTION  |
|---|--|
| Schedule I - New Agency   | The Agency for State Technology (AST) will be required to independently submit their LBR to include issues for the State Data Center. AST must also enter the Schedule I – Trust Funds Available information at the budget entity level  |
| Annual Trust Fund Review Process – Revised Schedule of Agency Trust Fund Review | The four-year schedule for agencies subject to annual legislative trust fund review is provided for legislative sessions 2015-18. Please note that the Department of Environmental Protection has been moved to 2015 and the Agency for State Technology has been added to 2018.   |
| Schedule I Fixed Capital Outlay Narrative                                       | Agencies are required to submit Schedule I narrative providing a detailed calculation used to determine fixed capital outlay adjustments recorded in Section III of the Schedule I.  |
| Schedule I Description Field  | The Description field in the Revenue section of the Schedule I has been increased from 23 to 45 spaces.  |
| Schedule I Continuing Appropriations  | Some agencies have been given a continuing appropriation, as defined under 216.011 (11)(i), Florida Statutes as an appropriation that is automatically renewed without future legislative action, period after period, until altered or revoked by the Legislature. These types of appropriations are appropriated utilizing a Special Carryforward Category number series 13XXXX. For Schedule I purpose, appropriations under this category must be entered in Actual Prior Year column A01, Section III Adjustment, (as a negative entry, decreasing the fund balance) and using object code 991000 along with an appropriate descriptive title for the adjustment. |
| GASB Statement No.65-<br>Reclassifying certain assets and liabilities           | With the implementation of Governmental Accounting Standards Board (GASB) Statement No. 65, related to reclassifying certain assets and liabilities, agencies will need to analyze the portion of deferred revenue that will be reclassified as deferred inflow to determine the portion applicable to the Current Year Estimate (A02) and the Agency Request Year (A03).  |

# OVERVIEW

# OVERVIEW: TRUST FUNDS

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Trust funds are unique funds which are created pursuant to law for a specific use and with specific funding sources. Article III, Section 19 (f)(1), of the Florida Constitution specifies that “no trust fund of the State of Florida or other public body may be created by law without a three-fifths (3/5) vote of the membership of each house of the legislature in a separate bill for that purpose only.” The Florida Constitution further specifies that trust funds will terminate not more than four years after the effective date of the act authorizing the initial creation of the trust fund. Certain trust funds, as defined in Article III, Section 19(f)(3), are exempt from automatic termination. In addition, a trust fund may be designated as exempt from termination at the time it is established.

## **ANNUAL TRUST FUND REVIEW**

The Office of Policy and Budget (OPB) and the appropriation committees of the House and Senate have worked together to establish a staggered schedule which allows for each trust fund to undergo legislative review. All trust funds, even those which are exempt from automatic termination, are reviewed and a recommendation is made to the Legislature to recreate, retain, modify, terminate, or exempt the fund. If a trust fund is not recreated by the Legislature after the initial creation, the trust fund will sunset after four years.

## **BUDGET IMPLICATIONS**

Approximately 64 percent of the State of Florida’s budget is administered through trust funds rather than through the general revenue fund. It is, therefore, critical to the decision makers of the state that the accounting and budgeting information related to trust funds is timely and accurate. The Schedule I, including all supporting schedules, is the mechanism which is used to convey critical financial and budgetary information about each trust fund to OPB and the Legislature.

## **TRUST FUND CODING STRUCTURE**

According to the Legislative Appropriation System/Policy and Budget Subsystem (LAS/PBS), there are approximately 300 trust funds currently active in the State of Florida. Trust funds are identified at a more detailed level within the state’s accounting system, so these 300 trust funds equate to approximately 539 trust funds as identified within the Florida Accounting Information Resource system (FLAIR). Trust funds are coded differently within the two systems, as described below:

The budgetary coding structure: The LAS/PBS fund code is a 4-digit number consisting of the 1-digit state fund code and the first three digits of the fund identifier (FID). The state fund code used to designate trust funds is “2”. The FID is a unique series of numbers assigned to a particular fund.

Example: **2193 – Ecosystem Management and Restoration Trust Fund**

The accounting coding structure: The FLAIR fund code is a 9-digit number consisting of the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) fund code, the state fund code and all six digits of the FID.

Example: **20 2 193001 – Ecosystem Management and Restoration Trust Fund**

- The GAAFR fund code is used to classify funds for financial statement reporting purposes. This code is assigned by the Department of Financial Services (DFS). In the fund code referenced above (20 2 193001), the GAAFR fund code of “20” indicates that this fund is a special revenue fund. A comprehensive list of GAAFR fund codes is included in Appendix B.
- The state fund code is used in further classifying funds. In the fund code referenced above (20 2 193001), the state fund code of “2” indicates that this fund is a trust fund. A comprehensive list of state fund codes is included in Appendix B.
- The FID is a unique series of six digits assigned to each fund. As noted above, for budgetary purposes, only the first three digits of the FID are used. However, for accounting purposes, all six digits of the FID are necessary. In the accounting system, the last three digits of the FID are used to designate breakdowns within a fund. These are sometimes referred to as “sub funds”. For example, the fund may be used to account for bond monies. Each separate bond issue would need to be accounted for separately, so a unique FID (or “sub fund”) would be established for each. (Example: 20 2 193001; 20 2 193002, etc.)

### **THE CHALLENGE OF DIFFERENT CODING STRUCTURES**

The budget is appropriated at the LAS/PBS fund code level and the data is transmitted electronically to DFS. However, accounting transactions are recorded at the FLAIR fund code level. In order to accommodate the differences between the two coding structures, DFS works in conjunction with each agency to “expand” the appropriation data to the appropriate FLAIR fund codes so that the appropriation data is recorded in the state’s accounting system at the same level of detail at which the accounting data is recorded. Once the appropriations have been posted to the central accounting component of FLAIR by DFS, each agency must work to post the appropriations to the departmental component of FLAIR, using even more detailed agency-unique accounting codes, such as organizational code and object code.

### **TRUST FUND DEFINITIONS, PURPOSES AND REQUIRED USES**

Effective July 1, 2004, the 2004 Legislature amended language in section 215.32(2)(b), Florida Statutes, to define the purposes and uses of various trust funds used in day-to-day operations. To the extent possible, each agency must adjust its internal accounting to use existing trust funds consistent with the requirements of this subparagraph. If an agency does not have a trust fund listed in this subparagraph and one is required, the agency must recommend the creation of the necessary trust funds to the Legislature no later than the next scheduled review of the agency’s trust funds pursuant to section 215.3206, Florida Statutes.



Section 215.32(2)(b), Florida Statutes, defines the following trust funds which are used for day-to-day operations:

- **Operations or operating trust fund** – for use as a depository for funds to be used for program operations funded by program revenues, with the exception of administrative activities when the operations or operating trust fund is a proprietary fund.
- **Operations and maintenance trust fund** – for use as a depository for client services funded by third-party payers.
- **Administrative trust fund** – for use as a depository for funds to be used for management activities that are departmental in nature and funded by indirect cost earnings and assessments against trust funds. Proprietary funds are excluded from the requirement of using an administrative trust fund.
- **Grants and donations trust fund** – for use as a depository for funds to be used for allowable grant or donor agreement activities funded by restricted contractual revenue from private and public nonfederal sources.
- **Agency working capital trust fund** – for use as a depository for funds to be used pursuant to section 216.272, Florida Statutes.
- **Clearing funds trust fund** – for use as a depository for funds to account for collections pending distribution to lawful recipients.
- **Federal grant trust fund** – for use as a depository for funds to be used for allowable grant activities funded by restricted program revenues from federal sources.

**NOTE:** Agencies must submit a legislative budget request which is in compliance with these definitions as they relate to trust fund usage. For example, if your agency currently uses an Administrative Trust Fund or a Grants and Donations Trust Fund to account for federal grants, the federal grants should be moved to the Federal Grants Trust Fund. If your agency does not have a Federal Grants Trust Fund, then you should request one during the next scheduled review of your agency's funds as detailed in the LBR Instructions.

**Refer to page 61 (Trust Fund Definition and Realignment) for detailed instructions and required forms related to re-aligning trust fund usage pursuant to the requirements of section 215.32(2)(b), Florida Statutes.**

**SCHEDULE I**  
**and SUPPORTING SCHEDULES**

# OVERVIEW: SCHEDULE I and SUPPORTING SCHEDULES

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The Schedule I, including the supporting schedules, is an important management report produced as part of the annual Legislative Budget Request (LBR) and is intended to summarize the budgetary resources and obligations of each trust fund. This report is used by the state's decision makers, including the Governor's Office of Policy and Budget (OPB) and the Legislature, in formulating the State of Florida's budget and in ensuring the state's budget is balanced.

Agencies must submit a Schedule I for each operating trust fund (that is, funds having operating and/or fixed capital outlay appropriations). Trust funds which have only nonoperating expenditures are not required to submit a Schedule I.

## **BUILDING THE SCHEDULES**

The Schedule I is a budgetary document. However, the foundation for the Schedule I is the historical accounting data for the most recently closed fiscal year. Therefore, the agency's accounting records are vital to the proper completion of the Schedule I.

The State of Florida follows Generally Accepted Accounting Principles (GAAP) in preparing its financial statements. These principles require that the accounting data be prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues when they are earned rather than when they are received (that is, when the service has been performed rather than when payment has been received). Expenditures are recognized when they are incurred rather than when they are paid (that is, when goods or services have been received rather than when payment is made). By using the accrual basis of accounting rather than the cash basis, the Schedule I should take into account all known resources and obligations related to the fund and should more accurately reflect the Unreserved Fund Balance.

It is important to understand that budgetary reporting and financial reporting are different concepts, although they are related. Consequently, certain adjustments will most likely be necessary on the Schedule I to accurately present the Unreserved Fund Balance for budgetary purposes.

Detailed information on the Schedule I and related schedules is provided in the following sections of this manual. An example of each schedule is provided in the Exhibits section at the end of the manual. A brief overview of these documents is presented below.

## **SCHEDULE I**

The purpose of the Schedule I is to provide an overview of revenues and expenditures for each operating trust fund in the state for a period of three fiscal years beginning with the most recently closed fiscal year. The Schedule I demonstrates that the appropriations and expenditures of the trust fund are fully funded by the trust fund's available resources.

## **SCHEDULE IB**

The purpose of this LAS/PBS generated schedule is to identify the funding sources and dollars associated with the unreserved fund balance at the end of the each fiscal year for ALL trust funds that have an unreserved fund balance in column A01, A02 and/or A03.

## **SUPPORTING SCHEDULES**

The following related supporting schedules are required with submission of the Schedule I:

- **Schedule IA:** Detail of Fees and Related Costs
- **Schedule IA – Part I:** Examination of Regulatory Fees
- **Schedule IA – Part II:** Examination of Regulatory Fees
- **Schedule IC:** Reconciliation of Unreserved Fund Balances
- **Reconciliation of Beginning Trial Balance to Schedule IC**
- **Schedule ID:** Request for Creation, Re-creation, Retention, Termination, or Modification of a Trust Fund
- **Analysis of Trust Fund Creation form**
- **Inter-Agency Transfers Reported on Schedule I**

## **NARRATIVES**

A narrative is required for some information provided on the Schedule I. The purpose of the narrative is to provide a detailed explanation of the calculation of an amount or a methodology used in estimating a figure. For example, a narrative is required to explain any statewide financial statement adjustments included on the Schedule I, to explain the methodology used in assessing management fees to other funds and to explain the source of revenue estimates, including the cash forecasting methodology used. Other narratives may be required as well. **Refer to “Submission Requirements” beginning on page 66 and Exhibit C for more details.**

## **TRANSFERS**

All transfer amounts reported on the Schedule I, whether operating or nonoperating transfers, must be in balance across funds and across agencies. For inter-agency transfers from/to a specific fund/category totaling \$100,000 or more for the fiscal year must be confirmed with the corresponding sending/receiving agency to ensure that transferring and receiving funds are in agreement. Complete the “Inter-Agency Transfers Reported on the Schedule I” form for each trust fund as applicable, and include it with the other Schedule I forms and narratives. Refer to page 68 for more details on this form.

## **RECOMMENDED PREPARATION SEQUENCE**

It is recommended that you prepare the schedules in the following sequence:

Schedule IC  
Reconciliation of Beginning Trial Balance to Schedule IC  
Schedule I and related Narratives  
Schedule IB  
Inter-Agency Transfers Reported on Schedule I  
Schedule IA and related Narratives  
Schedule IA – Part I: Examination of Regulatory Fees  
Schedule IA – Part II: Examination of Regulatory Fees  
Schedule ID and related draft legislation  
Analysis of Trust Fund Creation form and related Pro Forma Schedules

All data included in the Schedule I and supporting documents is subject to technical review. The agency will be required to make corrections to any data which is not in compliance with the LBR instructions and the instructions in this manual. Refer to the Technical Review Tips on page 72 for more information.

**SCHEDULE I:**  
**TRUST FUNDS AVAILABLE**

# SCHEDULE I

## Section I: Detail of Revenues

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The purpose of Section I of the Schedule I is to show all of the revenues earned, **using the accrual basis of accounting**, as well as those revenues which are anticipated to be earned by the trust fund to support the budget year appropriations for each of the three fiscal years reported on the Schedule I.

**NOTE:** This concept of revenue is different from the accounting definition of revenue, so additional items may be included in the Schedule I which do not appear in your agency's accounting records.

Examples of **revenues** to be included in Section I:

- ✓ Fees
- ✓ Donations
- ✓ Interest Earnings
- ✓ Grants
- ✓ Sales of Goods or Services
- ✓ Fines, Forfeitures and Judgments
- ✓ Transfers-in from Other Funds/Departments, including transfers in from the General Revenue Fund
- ✓ Anticipated Revenues (see explanation below)

Do **not** include the following as revenues:

- ✗ Conversion of investments to cash
- ✗ Transfers-in from other budget entities in this fund
- ✗ Statewide Financial Statement Adjustments to revenue
- ✗ Unfunded Budget

The Schedule I data will be entered at either the budget entity or department level for each trust fund, depending on your agency's preference, unless the agency is notified by a joint letter from the Director of the Office of Policy and Budget and the appropriations staff directors of the House and Senate that the Schedule I must be entered at a specific level.

### **SOURCE DOCUMENTS**

Use the following sources of information in completing the Schedule I:

- Agency's closing trial balance for actual prior year
- Most recent Revenue Estimating Conference (REC) forecasted revenues (if available)
- Agency forecasted revenues (if REC forecasts are not available)

### **GENERAL GUIDELINES**

To complete Section I for the Actual Prior Year column (A01), use the agency's official accounting data as recorded in the departmental records of FLAIR for the most recently closed fiscal year. For example, if you are preparing the Schedule I for submission in October 2014, use the accounting information for the fiscal year ended June 30, 2014. The accounting records will provide much of the information you need to complete the Actual Prior Year Column (A01).

To complete the Current Year Estimate column (A02) and the Agency Request column (A03), use revenue estimates for your agency from the Revenue Estimating Conference, your agency revenue forecast program area, or other appropriate sources of estimates.

When recording grant revenues related to federal funding, whether received directly from the federal government or via a transfer from another agency, break out revenue sources based on individual grants to the extent feasible or as specifically directed by your agency's OPB analyst. Identify each grant by inputting the Catalog of Federal Domestic Assistance (CFDA) number in the appropriate column.

For Schedule I purposes, any monies moving between LAS/PBS funds, both within an agency and between agencies (transferred via a journal transfer) are considered to be "transfers". This is not dependent upon the revenue code used for deposit or the expenditure category from which it is paid. This definition differs from the financial reporting concept of transfers. Schedule I should separate and designate revenue received via journal transfer from revenue that is directly deposited by the agency to the trust fund.

Revenues, actual and projected, shown as transfers-in from other funds or agencies in columns A01, A02 and A03 **must** agree to the amount of the transfer-out reported in the corresponding Schedule I for the fund from which the transfer is made. Work closely with appropriate staff within the agency and staff in other agencies to confirm the amounts you are recording as transfers from other agencies or other funds. Completion of the "Inter-Agency Transfers Reported on Schedule I" form is required for transfers from/to a specific fund/category totaling \$100,000 or more for the fiscal year (with certain exemptions - refer to page 68 for more details on this form). **Confirmation of actual revenues in column A01, as well as estimated revenues in columns A02 and A03, is required.**

### **ANTICIPATED REVENUES**

"Anticipated" revenues are defined as revenues which have not yet been earned by the agency (as defined by GAAP), but which will be earned at a future point in time. These are **NOT** the same as "receivables" as recorded in the agency's accounting records. Receivables have been earned – either a service has been provided, or (in the case of a grant), actual disbursements and/or payables have been recorded in the accounting records. On the other hand, "anticipated" revenues have **not** yet been earned and are **not** recorded in the agency accounting records. However, for budgeting purposes, these revenues need to be recognized to accurately calculate the available Unreserved Fund Balance for the fund by aligning available resources with appropriations and/or expenditures within each fiscal year. "Anticipated" revenues should be recognized for the following situations:



- Grant encumbrances have been carried forward/certified forward for an existing cost-reimbursement type grant. Since the encumbrance is recognized as an operating expenditure (on Line D of Section IV in the Actual Prior Year, column A01) and thus reduces the Unreserved Fund Balance, the corresponding future revenue related to these encumbrances must also be recognized on the Schedule I in order to maintain the proper matching of expenditures with related revenues.
- An expenditure and/or appropriation has been recorded in Section II or Section IV which will be funded by an anticipated grant award in either the Current Year Estimate column (A02) or the Agency Request column (A03).
- An expenditure and/or appropriation has been recorded on the Schedule I which will be funded by anticipated bond proceeds or other future revenues.

GAAP does not allow for the recording of “anticipated” revenues for financial statement purposes, so this figure will **not** be available from your agency’s accounting records. In the case of “anticipated” grant revenues, determine the amount of encumbrances which were carried forward/certified forward for any cost-reimbursement type grants within the fund as well as the amount of any requested appropriations which will be funded by anticipated grant awards. Break out “anticipated” grant revenues by individual grant and identify the CFDA number in the appropriate column of Section I. Include the words “anticipated grant revenue” or “anticipated grant award” in the revenue title and use the appropriate grant revenue code.

In the case of “anticipated” bond proceeds, work closely with the accounting office to determine the appropriate amount. Be sure to include the words “anticipated bond proceeds” in the revenue title and use the appropriate revenue code.

### **UNEARNED REVENUES AND REVENUES RECEIVED IN ADVANCE**

Amounts recorded in the trial balance as Unearned Revenues or Revenues Received in Advance (GL codes 38800, 38900, 48800 and 48900) should be included in the revenue estimates for the applicable years in which the revenue will be earned. For example, if there are amounts recorded as current Unearned Revenues or Revenues Received in Advance (GL 38800 or 38900) as of June 30, 2014, this implies that the revenue will be earned in fiscal year 2014-15. This revenue should be reflected in the estimated revenue for the Current Year Expenditures column (A02). Amounts recorded as long-term Unearned Revenues or Revenues Received in Advance (GL 48800 or 48900) should be analyzed to determine the portion applicable to the Agency Request year (Column A03) as applicable.

### **DEFERRED INFLOWS**

GASB 65 reclassifies certain items previously reported as assets and liabilities into deferred outflows and inflows of resources. It also limits the use of the term “deferred” to only items reported as deferred outflows of resources or deferred inflows of resources. Amounts reclassified as deferred inflows (47XXX) should be analyzed to determine the portion applicable to the Agency’s Current Year Estimate column (A02) and the Agency Request column (A03) as applicable.

## **OTHER REVENUE ISSUES**

Only real or anticipated revenue sources should be recorded in Section I. Do not use this section to enter any adjustments for the purpose of avoiding a negative fund balance. Unfunded budget related to appropriations should be shown as an adjustment in Section II: Nonoperating Expenditures, not as a revenue line item.

Also, if there is a change in a requested appropriation in the Agency Request column (A03) which is directly related to a particular revenue source, then the associated revenue may need to be modified accordingly. For example, if you make a change to the requested appropriation amount of a cost-reimbursement type grant, then the revenue amount of that grant must also be adjusted. Likewise, if you make a change to the requested appropriation of a service provided to another state agency for which you will be receiving payment, then the corresponding transfer revenue would need to be adjusted as well.

Once you have completed Section I, review all of the revenues shown in the Actual Prior Year column (A01) and verify that amounts recorded for any recurring revenue sources are properly shown in the subsequent years. Be sure to take into account any anticipated changes in the revenues. Also check to make sure that revenue sources have not been inadvertently omitted.

## **SECTION I DATA ENTRY CONSIDERATIONS**

Use the LAS/PBS data entry transaction TFR to add, correct, and view data used to produce Section I – Detail of Revenues. There are several data entry fields in Section I which must be completed in addition to the line number and amount for each fiscal year. Be sure to complete each one of these fields accurately and completely.

**Description** – List each revenue source separately, using an appropriate, descriptive title. The number of spaces in the description field is 45 spaces to allow for a better description of revenue sources.

Transfers in from the General Revenue Fund must include “From GR” in addition to the revenue description. If transfer in is from another fund within the agency, include the fund name, LAS/PBS fund code and description. If transfer in is from another agency, include the agency name (see Appendix A for acronym), LAS/PBS fund code and description. If revenue is from federal sources, but is not related to federal grants, include the word “federal” in the description.

Note: Given the additional spaces in the description field, acronyms, abbreviations, etc., should not be used in the description field (except for acronyms used for agency names); However, if acronyms, abbreviations, etc., have to be utilized, a cumulative list of the acronym, abbreviation, description must be published to the Florida Fiscal Portal under the Manual Exhibits, Schedules and Supporting Documents link, and named “Acronyms for Schedule I”.

**Revenue Code** – Each revenue in Section I must carry a valid and appropriate revenue code. A listing of valid revenue codes can be obtained from the LAS/PBS via the Revenue Code Table List Request (RCTR) transaction.

**Federal grant revenues** must carry one of the following revenue codes:

- 000700 Federal revenues received directly from the federal entity for direct program costs
- 000750 Federal American Recovery and Reinvestment Act (ARRA) revenues received directly from the federal entity for direct and indirect program costs
- 000799 Federal revenues received directly from the federal entity for indirect program costs
- 001510 Federal revenues transferred in from another agency or fund for direct program costs (including transfers in for AARA direct program costs)
- 001599 Federal revenues transferred in from another agency or fund for indirect program costs (including transfers in for AARA indirect program costs)

The following revenue codes are to be used to record **non-grant federal revenues**:

- 000504 Interest earned on federal funds;
- 000119 Fees collected by the state as an agent and are remitted to the Federal government;
- 001270 Receipts and revenues received as a result of Federal criminal, administrative, or civil forfeiture proceedings and receipts from Federal asset-sharing programs, including fines, forfeitures, seizures, and judgments retained by the State for law enforcement or other purposes;
- 001870 Refunds, reimbursements, and recoveries of federally-funded expenditures, including rebates received from pharmaceutical manufacturers, subrogation, and other third-party liability payments;
- 001970 Federal non-grant contract revenue and sales of services provided by state agencies to the Federal government.

***Regardless of the revenue code used, agencies must include the word “federal” in the detailed description for all non-grant federal receipts.***

**Service Charge Percentage** – The Service Charge Percentage field is used to identify the general revenue service charge percentage rate assessed against the revenue source pursuant to Chapter 215, Florida Statutes, or any other applicable statute. For example, if the revenue source is a fee that is assessed a general revenue service charge at the rate of 8.0%, enter 8.0 in this field. If the revenue source is exempt from the service charge, enter 0.0 in this field.

**Authority** – Indicate the **specific** Florida Statute authorizing the revenue source. Verify that the statute referenced is current and applicable to the revenue source. ***DO NOT include a House or Senate Bill or a Laws of Florida reference in this data field.***

**Matching** - Indicate if matching is required by showing the percentage of state and/or local participation and if matching is in-kind (services or materials) or cash. The federal portion of the match should be the difference between the matching percentage displayed for state/local and 100 percent.

**CFDA Number** - A valid Catalog of Federal Domestic Assistance (CFDA) number must be entered in this field for all federal grant revenues. Federal grant revenues are identified by revenue code 000700, 000750, 000799, 001510, or 001599. A listing of CFDA numbers can be obtained from the LAS/PBS via the Catalog of Federal Domestic Assistance Table List Request (CFTR) transaction.

**NOTE:** Federal revenues reported on the Schedule I must be consistent with federally funded budget issues, as identified using a Funding Source Identifier (FSI) of “3” or “9”. Refer to Appendix D for more information on the FSI codes and uses.

# SCHEDULE I

## Section II: Detail of Nonoperating Expenditures

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The purpose of Section II is to show budgetary expenditures that are not directly appropriated in either the operating or FCO budget of the trust fund for the three fiscal year period. Nonoperating expenditures are **not** budgeted on any other exhibit or schedule in the Legislative Budget Request (LBR) – they appear only in Section II of the Schedule I.

Examples of **nonoperating expenditures** to be included in Section II:

- ✓ Assessments for management and administrative services
- ✓ Service charge to General Revenue Unallocated
- ✓ Transfers to other funds or other agencies made from nonoperating appropriation categories
- ✓ Transfers-in and transfers-out between budget entities within this fund (must net to zero at the department level)
- ✓ 5% Trust Fund Reserve
- ✓ Budget Amendments (column A02 only)
- ✓ Unfunded Budget

Do **not** include the following as a nonoperating expenditure:

- ✗ Conversion of cash to investments
- ✗ Statewide Financial Statement Adjustments
- ✗ Adjustments to Beginning Unreserved Fund Balance (A01)
- ✗ Reserve for FCO
- ✗ Rounding

### SOURCE DOCUMENTS

Use the agency's accounting data (trial balance) to complete the Actual Prior Year column (Column A01) for Section II: Detail of Nonoperating Expenditures. Be sure to include nonoperating transfers due to other agencies or trust funds as of the end of the fiscal year (example: fourth quarter service charge due to general revenue). It will be necessary to estimate a full fiscal year of nonoperating expenditures for the columns A02 and A03.

For budgeting purposes, any monies moving between LAS/PBS funds, both within an agency and between agencies (transferred via a journal transfer) is considered to be a "transfer", and is not dependent upon the revenue code transferred to or the expenditure category transferred from. This definition differs from the financial reporting concept of transfers; transfers for goods and services are **included** for budgetary reporting. Section II should include transfers expended by the agency from nonoperating appropriation categories. Refer to Appendix C for a listing of operating and nonoperating appropriation categories. Transfers from operating expenditure categories will be included in the operating expenditures calculated on Line D or F in Section IV.

## **SERVICE CHARGE TO GENERAL REVENUE**

Calculate the service charge expenditure amount for the current fiscal year 2014-15 (Column A02) and budget request fiscal year 2015-15 (Column A03) by multiplying the revenue subject to service charge shown in Section I times the applicable service charge percentage rate (either 8.0% or 4.0%). For example, if estimated revenue totaling \$2,500,000 is shown in Section I, Column A02, with a service charge rate of 4.0%, then the service charge amount of \$100,000 would be recorded in Section II, Column A02. Prior fiscal year 2012-13 service charge expenditure amount (Column A01) should be the service charge expenditure amount shown on the agency's financial records for the fiscal year ended June 30, 2014.

## **TRANSFERS BETWEEN BUDGET ENTITIES WITHIN THE SAME FUND**

If you are completing the Schedule I at the budget entity level, it may be necessary to include artificial transfers-in and transfers-out between the budget entities in order to keep from having a negative fund balance in one of the budget entities. Record these transfers in Section II.

When recording these transfers, it will be necessary to show the transfer-in as a negative adjustment so that the Unreserved Fund Balance in Line I is increased by this amount. The corresponding transfer-out will be shown as a positive adjustment since it represents a decrease to the fund. The sum of the transfers should always net to zero. Be sure to include the name and number of the transferring budget entity in the title field.

## **FIVE-PERCENT TRUST FUND RESERVE**

For each Schedule I prepared, a five-percent reserve of the trust fund revenues must be entered in Column A03 of Section II. To calculate the amount of the reserve, include all trust fund revenues entered in Column A02 (not A03), except those specifically excluded (see below). Apply the 5 percent calculation and enter the amount using object code 999000 (State Trust Fund Reserve). Do not include revenue in this calculation identified as a result of budget entity realignments. Calculate the reserve based on revenues in the Current Year Estimate column (Column A02). Enter the amount in the Agency Request column (Column A03).

**NOTE:** The 5 percent trust fund reserve must be included for all trust funds meeting the criteria. The effect of the reserve must be taken into account when formulating your budget request. The fund must not have a deficit balance; therefore, it may be necessary to reduce the amount of appropriations requested in order to allow for the 5 percent reserve.

**Include** the following revenues:

- ✓ All trust fund revenues excluding those specifically exempted (see below)
- ✓ Transfers-in from recurring appropriations transferred from other state agencies or funds

**Exclude** the following from the calculation:

- ✘ Amount of recurring operating and nonoperating appropriations authorizing transfers to other state agencies or other entities within a state agency (including service charges to General Revenue, or revenues that simply pass through a fund)
- ✘ Federal funds received
- ✘ General revenue funds deposited into trust funds when the general revenue funds provided are a result of a “direct” transfer to the trust fund established for the management of the federal program and interest thereon is excluded from the calculation
- ✘ Bond proceeds
- ✘ Revenue collected in a fiduciary capacity (e.g., tax distributions)
- ✘ Trust funds where the excess balance over operating costs and a statutorily approved reserve go to the General Revenue Fund or the Educational Enhancement Trust Fund, or trust funds that are statutorily required to maintain a minimum balance
- ✘ Pension funds – assuming they already have other rules governing the funds
- ✘ Tobacco settlement trust funds
- ✘ Public Medical Assistance Trust Fund
- ✘ Clearing funds
- ✘ Internal service funds, such as the Casualty Insurance Trust Fund and State Employees Health Insurance Trust Fund, and other funds with revenue sources from premiums or assessments from other state agencies or other entities within an agency
- ✘ Administrative trust funds and trust funds established for the management of information technology

Non-federal grant revenues will be considered for exemption on a case-by-case basis where the grant prohibits expenditure of funds on anything other than grant activities. Agencies requesting an exemption from the 5 percent trust fund reserve requirement must provide a detailed explanation of the nature of the revenue source and why the reserve requirement should not be applied.

### **BUDGET AMENDMENTS and UNFUNDED BUDGET**

Include any budget amendments which have been approved or are anticipated to be submitted and approved in the Current Year Estimate column (A02). Use object code 899000.

Additionally, there may be an instance where an agency’s projected revenues are significantly lower than originally anticipated and are not sufficient to cover the appropriations for the Current Year Estimate (A02). In this case, you would need to make a negative adjustment in Section II to reduce your budget for the unfunded amount. Use object code 899000. In addition, analyze the cause of the unfunded budget to determine whether a budget amendment should be submitted to permanently reduce the budget, thus eliminating the need to record “unfunded” budget in the Schedule I.

### **EMPLOYEE COMPENSATION RESERVE**

If a reserve for employee compensation (e.g. pay and benefits package) is recorded in the Schedule I, use object code – 995000 Reserve for Employee Compensation.

## **SECTION II DATA ENTRY CONSIDERATIONS**

Use the LAS/PBS data entry transaction TFN to add, correct, and view data used to produce Section II – Detail of Nonoperating Expenditures. There are several data entry fields in Section II which must be completed in addition to the line number and amount for each fiscal year. Be sure to complete each one of these fields accurately and completely.

**Description** – List each type of nonoperating expenditure separately, using an appropriate, descriptive title. Transfers out to the General Revenue Fund must include “To GR” in addition to the description. If transfer out is to another fund within the agency, include the fund name, LAS/PBS fund code and description. If transfer out is to another agency, include the agency name (see Appendix A for acronym), LAS/PBS fund code and description.

**Object Code** – Identify each nonoperating expenditure with the proper object code (8XXXXXX) as defined in the LAS/PBS Object Code Table. When the object code is a transfer (810000), indicate the budget entity (BE) codes to which the funds are being transferred. Include the budget entity title in the description.

**Transfer To BE** – For all nonoperating expenditures identified as transfers (object code of 810000), use this field to indicate the 8-digit budget entity code to which the transfer is being made.

**CFDA Number** - A valid Catalog of Federal Domestic Assistance (CFDA) number must be entered in this field for all nonoperating transfers of federal revenues. A listing of CFDA numbers can be obtained from the LAS/PBS via the Catalog of Federal Domestic Assistance Table List Request (CFTR) transaction.

Transfers between funds and agencies must agree, regardless of whether they are operating or nonoperating transfers. Work closely with appropriate staff in the agency to confirm the transfer-in and transfer-out amounts you are recording in columns A01, A02, and A03 are in agreement. Be aware that transfers out using operating budget will be included in the amount on Line D or Line F and will not appear as a discrete amount in the Nonoperating Section.

Completion of the “Inter-Agency Transfers Reported on Schedule I” form is required for transfers from/to a specific fund/category totaling \$100,000 or more for a fiscal year (with certain exemptions - refer to page 68 for more information on this form.)

**An agency contact list will be provided via separate memorandum to assist agencies in the transfer confirmation process. Please use this list when contacting receiving/sending agencies to confirm transfer information for all three fiscal years shown on the Schedule I.**



# SCHEDULE I

## Section III: Adjustments

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The purpose of Section III is to show any amounts other than revenues, nonoperating, operating or fixed capital outlay expenditures/appropriations that are necessary in determining the unreserved balance in the fund.

**A detailed narrative is required for each adjustment entered in Section III, with the exception of adjustments for reversions and rounding.**

Examples of **adjustments** which should be included in Section III:

Column A01 only:

- ✓ Prior year September Operating Reversions
- ✓ February FCO Reversions
- ✓ June FCO Reversions of Prior Year Appropriations
- ✓ Adjustments to Line A of Section IV in the Actual Prior Year column (A01) for approved certified/carry forward amounts for encumbrances and FCO as of the end of the prior year
- ✓ Adjustments to Line A of Section IV in the Actual Prior Year Column (A01) for agency-unique accounting issues affecting the beginning Unreserved Fund Balance
- ✓ Post-Closing Statewide Financial Statement (SWFS) adjustments
- ✓ Changes in allowance for uncollectible revenue accounts receivable included in Line A
- ✓ Changes in long-term compensated absences liability
- ✓ Continuing Appropriations

Column A02 only:

- ✓ Current year September Operating Reversions

Column A01, A02 and/or A03:

- ✓ Rounding

### **GENERAL GUIDELINES**

The purpose of having a separate section for adjustments is to keep the other sections (revenues and nonoperating expenditures) pure and to provide a better audit trail for the various amounts entered on the Schedule I. Because the Schedule I is built using the agency's historical accounting data as its foundation, we know that a variety of adjustments will most likely be necessary to convert the accounting data to a budgetary format. These adjustments are explained in detail below.

## **ADJUSTMENTS TO LINE A**

Adjustments to Line A (Unreserved Fund Balance as of July 1) in the Actual Prior Year column (A01) will be needed in most trust funds for specific non-budgetary expenditures and/or revenues that have been included in the computation of the beginning fund balance. For example, in accordance with Generally Accepted Accounting Principles (GAAP), accounts payable to be paid from operating appropriations recorded at the end of the previous fiscal year, but which were **not** carried forward increased the prior year expenditures and therefore were included in the adjusted ending unreserved fund balance the previous year. However, these were not **budgeted** expenditures in the previous fiscal year and will be paid from the current year's appropriations and included as part of Line D in Column A02. The beginning unreserved fund balance will need to be adjusted to reflect the proper **budgetary** unreserved fund balance. Use object code 991000 and an appropriate, descriptive title for these specific types of adjustments.

Proprietary or fiduciary funds may have additional accounting issues which would require an adjustment to the beginning Unreserved Fund Balance, as recorded on Line A of Section IV in the Actual Prior Year column (A01). Since the amount on Line A is calculated based on a standard formula (described in detail in Section IV: Summary), you may need to adjust this amount to properly reflect the true Unreserved Fund Balance for this trust fund. Any such adjustments should be made in Section III using object code 991000 and an appropriate, descriptive title.

## **ADJUSTMENTS FOR APPROVED CERTIFIED/CARRY FORWARD ENCUMBRANCES AND FIXED CAPITAL OUTLAY**

With the implementation of Governmental Accounting Standards Board (GASB) Statement No. 54, related to fund balance classification for financial reporting, encumbrances are not related to classification of fund balance for financial reporting. As such, the approved certified/carry forward amounts for encumbrances and FCO as of the end of the prior year are no longer separated and recorded in a specific general ledger code. The beginning unreserved fund balance (Line A, Column A01) will need to be adjusted for these prior year budgetary authorizations. Use object code 991000 and an appropriate, descriptive title to record these adjustments to the Schedule I.

Please note that FCO appropriated for the Actual Prior Year (column A01) is included on Line F of the Summary Section, so these have already been taken into consideration. You only need to record an adjustment to Line A for the total amount of FCO appropriations related to PRIOR appropriation years - that is, those category years previous to the Column A01 fiscal year.

**Example:** For the 2013-14 fiscal years, the FCO expenditures on Line F represent the entire amount of FCO appropriated for FY 2013-14 (having a category year of "14"). The FCO appropriations for all previous years must be taken into account in Column A01 by an adjustment entered in Section III for FCO certified forward amounts as of the beginning of the previous fiscal year.

Please note a separate narrative including the detail calculation for each FCO adjustment shown in section III must be provided ( see schedule I documents submission requirements page 67).

### **ADJUSTMENT FOR REVERSIONS**

Budget reversions should be entered as an adjustment to the extent that the Beginning unreserved fund balance was **previously reduced by these amounts**. Prior year September reversions of operating appropriations should be entered in the Actual Prior Year column (A01); current year September reversions should be entered in the Current Year Estimate column (A02). For example, because carried forward/certified forward payables and encumbrances were deducted in calculating the amount of Beginning Unreserved Fund Balance (as reflected on Line A of Section IV in Column A01), subsequent reversion of these funds in September 2014 would need to be included as an increase to the fund in order to accurately reflect the available Unreserved Fund Balance for the fund. The same applies to February and June FCO reversions of **prior year** appropriations. Show the adjustments as positive entries in Section III. Use object code 991000 along with an appropriate descriptive title to record adjustments for reversions.

**NOTE:** June reversions related to “actual prior year” (A01) FCO appropriations should be adjusted by the agency in HDDC, so they will be taken into account in the amount reflected on Line F of the Summary Section. No adjustment in Section III would be necessary for these reversions.

### **STATEWIDE FINANCIAL STATEMENT ADJUSTMENTS**

When completing Column A01 be sure to include any 06/30/14 statewide financial statement adjustments **posted** by the DFS Statewide Financial Reporting Section after the agency’s FLAIR closing **which affect the unreserved fund balance** on the Schedule I. List only those adjustments that produce a net change to a revenue or expenditure General Ledger Code (GLC); i.e., an adjustment which changes a balance sheet account and the offset is to a revenue or expenditure GLC. Do not include GLC reclassifications needed for the Comprehensive Annual Financial Report (CAFR), such as moving amount between one liability and another or between one revenue type and another. Entries having a net effect of zero on the bottom line should **not** be included. Be sure to use a descriptive title (example: SWFS Adj). It is not necessary to show each adjustment on a separate line; however, a detailed narrative must be included explaining any amount entered as a financial statement adjustment. See note below.

**NOTE:** Include only adjustments made **AFTER** closing your agency’s accounting records **which affect the unreserved fund balance**. Any adjustments made during your agency financial statement closing process should **NOT** appear on this form. If in doubt about whether or not to include an adjustment, please call the trust fund analyst assigned to your agency. Include only adjustments which will impact the bottom line – entries having a net effect of zero should not be included.

## **ADJUSTMENTS FOR RESERVES**

There are only a few instances when it is appropriate to include an adjustment to “reserve” a portion of the fund balance, other than for encumbrances and FCO. You may reserve fund balance for litigation or for other obligations which are specifically required by statute. Include the statutory reference in the description of the reserve or attach a separate narrative. The Schedule IB should also be used to convey any other restrictions on fund balances.

## **ADJUSTMENTS FOR CONTINUING APPROPRIATIONS**

Some agencies have been given a continuing appropriation, as defined under 216.011 (11)(i), Florida Statutes as an appropriation that is automatically renewed without future legislative action, period after period, until altered or revoked by the Legislature. These types of appropriations are appropriated utilizing a Special Carryforward Category number series 13XXXX. For Schedule I purpose, appropriations under this category must be entered in Actual Prior Year column A01, Section III Adjustment, (as a negative entry, decreasing the fund balance) and using object code 991000 along with an appropriate descriptive title for the adjustment.

## **SECTION III DATA ENTRY CONSIDERATIONS**

Use the LAS/PBS data entry transaction TFA to add, correct, and view data used to produce Section III: Adjustments. The data entry fields in Section III include the line number, descriptive title, amount, and object code for each fiscal year. Be sure to complete each one of these fields accurately and completely before submitting the Schedule I.

**Object Code** – Identify each adjustment with the proper object code. Use object code 991000 for all records entered in Section III. Be sure to use an appropriate, descriptive title for each adjustment entered.

# SCHEDULE I

## Section IV: Summary

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Section IV summarizes the various elements of the Schedule I. All fields, except the beginning Unreserved Fund Balance (Line A), are computer generated. The data included in this section is as follows:

- **Line A Unreserved Fund Balance – July 1**
- **Line B Add: Revenues (From Section I)**
- **Line C Total Funds Available (Line A + Line B)**
- **Line D Less: Operating Expenditures**
- **Line E Less: Nonoperating Expenditures (Section II)**
- **Line F Less: Fixed Capital Outlay (Total Only)**
- **Line G Unreserved Fund Balance – June 30 – Before Adjustments**
- **Line H Net Adjustments (From Section III)**
- **Line I Adjusted Unreserved Fund Balance – June 30**

### **SOURCE DOCUMENTS**

Use the Summarized Balance Sheet (AGNCYBS) report provided to the agency accounting office by the DFS Statewide Financial Reporting Section to determine the amount to input on Line A. Since Line A amount represents the beginning unreserved fund balance for the Actual Prior Year column (Column A01), use the report for the fiscal year ended previous to the most recently closed fiscal year.

**Example:** To calculate Line A for the Actual Prior Year (2013-14), use the Summarized Balance Sheet (AGNCYBS) report as of June 30, 2013. This will represent the July 1 beginning balance for the Fiscal Year 2013-14.

All other data in Section IV is calculated by LAS/PBS. A detailed explanation of each line in Section IV is given below.

### **LINE A – UNRESERVED FUND BALANCE – July 1:**

For the Actual Prior Year column (A01) the amount is input by the agency and should agree with the audited Summarized Balance Sheet report (AGNCYBS) for the previous fiscal year. The Summarized Balance Sheet is a report which is generated by the DFS Statewide Financial Reporting Section after the publication of the Comprehensive Annual Financial Report (CAFR) each year. This report represents the audited balances for each fund.

LAS/PBS receives an electronic data file from DFS containing the Unreserved Fund Balance amounts for each trust fund. If the amount input on Line A by the agency does not agree with the amount per the DFS data, you will receive an audit discrepancy. The amount on Line A

**must** agree to the amount per DFS. Follow the instructions below to determine the amount to input on Line A.

**NOTE:** Some agencies will be inputting information to the Schedule I at the Budget Entity level. However, the Summarized Balance Sheet is prepared at the department level and the audit will be performed at the department level.

### Governmental Funds

For governmental fund types (GAAFR fund type 10, 20, 30, 72 or 74), the amount to be entered on Line A in the Actual Prior Year column (A01) is the total audited amounts recorded on the agency's audited Summarized Balance Sheet as of June 30 of the previous fiscal year in all GL 5XXXX's (total fund balance) less the amounts recorded in GL 56XXX (Nonspendable fund balance) and GL 546XX (General Revenue collections, GLC balance should be -0-).

### Fiduciary and Proprietary Funds

For fiduciary and proprietary funds (GAAFR fund type 50, 60, 71, 73 or 76), the amount which should be entered on Line A of Column A01 will need to be **calculated** based on the agency's audited Summarized Balance Sheet as of June 30 of the previous fiscal year. Include the **audited** amounts recorded in general ledger codes 11XXX, 12XXX, 14XXX, 15XXX, 16XXX, 193XX, 199XX, 31XXX, 32XXX, 35XXX, 372XX, 38XXX and 399XX. Essentially, this is equivalent to Current Assets plus Current Liabilities.

If the LAS/PBS fund for which you are preparing the Schedule I is a combination of a governmental fund and a fiduciary or proprietary fund, calculate the Beginning Unreserved Fund Balance for each of the types of funds (as detailed above) and then add them together to determine the amount to be input on Line A.

If your agency has unique accounting issues that would require an adjustment to the Unreserved Fund Balance as calculated using the above formula, record the adjustment in Section III using object code 991000.

In the Current Year Estimate column (A02) and the Agency Request column (A03), the amount on Line A should equal the amount on Line I in the previous column.

Use the LAS/PBS data entry transaction TFS to add, correct, and view Line A amounts used to produce Section IV: Summary.

### **LINE B - REVENUES**

The amount on Line B represents the total of Section I: Detail of Revenues.

### **LINE C – TOTAL FUNDS AVAILABLE**

The amount on Line C represents the sum of Line A (Unreserved Fund Balance – June 30) and Line B (Detail of Revenues).

## **LINE D – OPERATING EXPENDITURES**

### Actual Prior Year (Column A01)

The amount on Line D in the Actual Prior Year column (A01) is calculated by LAS/PBS and represents the agency’s total carry forward request amounts (payables, encumbrances, and receivables), plus the operating disbursements selected from departmental FLAIR, plus or minus any other entries made through the HDDC transaction.

The operating disbursement records selected from departmental FLAIR for inclusion on Line D are electronically transmitted to OPB at the time an agency’s carry forward request is submitted. The disbursement records selected include all entries where:

- General Ledger Code is equal to 7XXXX (excluding 723XX, 724XX, 725XX, 726XX, 752XX, 774XX, 775XX, 781XX, 786XX, 788XX, 792XX, 793XX and 796XX);
- Accrual Indicator is equal to “blank”;
- Carry Forward Indicator is equal to “blank”; and
- Appropriation Category is **not** equal to 08XXXX, 13XXXX, 14XXXX, 15XXXX, 16XXXX, 17XXXX, 18XXXX, 19XXXX, 22XXXX, 31XXXX, 80XXXX, 92XXXX or 000000.

This is the same disbursement data which is pulled into Exhibit D1 and Exhibit B.

### Current Year Estimate (Column A02)

The amount on Line D in the Current Year Estimate column (A02) represents the agency’s operating appropriations for the current fiscal year. The amount includes appropriations approved in Sections 1–7 of the General Appropriations Act (GAA), each agency’s distribution of administered funds appropriated in the GAA, **new** appropriations in the back of the GAA, Governor’s vetoes, and any other bills with specific appropriations attached. Funds that are reverted and **reappropriated** in the back of the GAA (no applicable line number assigned) and any current year budget amendments are not included in the Line D amount and should, therefore, be included in Section II.

**NOTE: If a Special Legislative Session is convened after the LBR is submitted, and an appropriations bill is passed, Line D will be recalculated to include appropriation changes. A revised Schedule I will also be generated by the Governor’s Office and agencies may be required to provide amended revenue and/or nonoperating expenditure amounts, as appropriate.**

### Agency Request (Column A03)

The amount on Line D in the Agency Request column (A03) is pulled from D-3A issues for which the agency is requesting funding in the LBR.

### **LINE E – NONOPERATING EXPENDITURES**

The amount on Line E is calculated by LAS/PBS and represents the total of Section II: Nonoperating Expenditures.

### **LINE F – FIXED CAPITAL OUTLAY**

The amount on Line F for Column A01 and Column A02 is calculated by LAS/PBS and represents the amount of appropriations for FCO for the fiscal year indicated in the column heading (that is, **only** appropriations with a category year equal to the Actual Prior Year or Current Year Estimate, respectively). **If you have June reversions of Actual Prior Year FCO appropriations, you will need to use the HDDC function in LAS/PBS to make the adjustment.**

The amount on Line F in the Agency Request column (A03) is pulled from FCO issues for which the agency has requested funding in the LBR.

### **LINE G - UNRESERVED FUND BALANCE – JUNE 30 – BEFORE ADJUSTMENTS**

The amount on Line G represents Line C less Lines D, E, and F.

### **LINE H - ADJUSTMENTS**

The amount on Line H represents the net amount of adjustments input into Section III. It may be either a positive or a negative amount.

### **LINE I – ADJUSTED UNRESERVED FUND BALANCE – JUNE 30**

The amount on Line I represents Line G plus or minus Line H.

The Adjusted Unreserved Fund Balance represents the resources that are left after the appropriations of each fiscal year have been fully funded. If the Adjusted Unreserved Fund Balance is not a negative amount, then the trust fund's budget is balanced for that fiscal year.

**NOTE: Line I must not be a negative number. If a Schedule I is submitted with a negative Adjusted Unreserved Fund Balance (Line I), the agency will be required to make all necessary corrections to the Schedule I during the technical review process to bring the trust fund into balance.**



**SCHEDULE IA:  
DETAIL OF FEES AND  
RELATED COSTS**

# SCHEDULE IA: DETAIL OF FEES AND RELATED COSTS

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The Schedule IA must be prepared at the department/fund/program level if either of the following situations applies:

- Agency provides any regulatory service and oversight to businesses or professions.

**OR**

- Agency collects non-regulatory fees authorized to cover the full costs of a specific program or service.

In the first situation above, the Schedule IA is prepared to comply with the reporting requirements of section 216.0236, Florida Statutes, regarding the examination of fees charged for providing regulatory services and oversight of businesses or professions. The schedule demonstrates whether all costs of providing a regulatory service or regulating a profession or business are borne solely by those who receive the service or who are subject to regulation. If the Schedule IA is being prepared for a regulatory program or service, then the Schedule IA – Part I and Part II: Examination of Regulatory Fees forms will also need to be completed (both forms are explained further below).

**Regulatory fees** support services to or oversight of programs in which a State agency (the regulator) confers upon an entity a privilege (license, permit, etc.) of providing a good or regulatory service that, because of its nature, must be controlled in order to ensure the health, welfare, and/or safety of the public. Examples of regulatory activities or programs include inspection programs, the nursing home regulation program, the accountancy regulation program, the insurance agent's regulatory program, and the insurance company regulatory program.

Regulatory fees **do not** include the following types of charges:

- **Impact fees** which are a onetime charge against new development (such as water or sewer facilities, construction of road improvements, construction of school facilities and park expansions).
- **Registration fees** which support programs in which a State agency requires that an entity register, or submit for the public record, specific information on its existence and operating purpose, but for which the State agency is not responsible for regulation of the entity (such as the corporate registration program and various taxpayer registration programs).
- **User fees** which support programs in which a State agency collects the fee from an entity in exchange for a right, service, privilege, or use of State resources. *User fees are paid by choice*, in that the entity paying the fee has the option of not utilizing the

governmental facilities or services and thereby avoiding the charges (such as tolls, parks and recreation fees, court fees, and criminal background checks).

- **Taxes** which are a forced burden or charge imposed by sovereign right and legislative authority for the support of the government, administration of the law, and execution of the various functions that the sovereign performs.
- **Special Assessments** which are a home rule revenue source that may be used by a local government to fund improvements or essential services. It must be levied to show a specific benefit to property and must be apportioned equitably.

If the Schedule 1A is being prepared for a regulatory program or service, then the Schedule IA – Part I and Part II: Examination of Regulatory Fees forms will also need to be completed. If you have questions regarding what specifically should be classified as a regulatory program contact your OPB and legislative analysts to determine the level of reporting they are expecting to be submitted.

In the second situation above, the Schedule IA is prepared to demonstrate whether a particular non-regulatory program or service is self-sustaining. This schedule is prepared for each agency trust fund established or currently being used as a depository for fee collections or other specific sources of revenue, which are fee-like in nature, and were authorized to cover the full costs of conducting a specific program or service. The schedule must account for the amount of fees collected, the full costs expended in providing the program or service, and the difference (either a remaining balance or a deficit). **Do not** include such revenue sources as transfers (unless the transfer is fee-like in nature) or interest earned on investments. The revenues reported should include only fees and other program-specific sources of funds. Transfers that are fee-like in nature should be included as revenue (example: transfers to DMS internal service fund for rent or telephone charges). Keep in mind that this schedule is a subset of the Schedule I and in most cases will not exactly mirror the Schedule I.

**In general, a separate Schedule IA should be prepared for each program within a trust fund into which fees or other program-specific charges are deposited. If you have a program that is funded by various funds (more than one trust fund, general revenue, etc.) then all fee receipts (regulatory or non-regulatory as applicable to program) for the entire program will be shown on the Schedule IA, and the Full Costs section will reflect all costs of the program charged to the various funding sources.**

Since the Schedule IA includes only fee and fee-like revenues, this schedule is NOT required to equal the Schedule I, which includes ALL sources of revenues. Keep in mind that this schedule is a **subset** of the Schedule I and in most cases will not exactly mirror the Schedule I. Please do not force this schedule to mirror the Schedule I.

**Please be sure to check the applicable reason the Schedule IA is being submitted (regulatory service or oversight to businesses or professions OR non-regulatory program or service where fee collections were authorized to cover the full costs of program or service). If neither of the two situations applies to any of the agency's programs and/or trust funds, the Schedule IA should not be submitted.**

## **GENERAL GUIDELINES**

The Schedule IA displays the program revenues and costs in a three-section and three-column format, as detailed below:

**Section I - Fee Collection:** This section details the specific amount of fees or revenues earned for the program. Do not include such revenue sources as transfers or interest earned on investments. The revenues should include only fees and other program-specific charges, including transfers which are fee-like in nature.

- **Actual** – this reporting period corresponds to “Actual Prior Year” (column A01) on the Schedule I
- **Estimated** – this reporting period corresponds to “Current Year Estimate” (column A02) on the Schedule I
- **Request** – this reporting period corresponds to “Agency Request” (column A03) on the Schedule I

**Section II - Full Costs:** This section details the specific direct and indirect costs of conducting the program or service for each of the reporting periods.

- **Direct Costs** – includes expenditures directly associated with the program or service such as salaries, expenses and operating capital outlay. If you have costs that are charged to various funds for the program you may want to break out the type of expenditures by fund source (e.g. salaries charged to each trust fund, salaries charged to general revenue, etc.).
- **Indirect Costs Charged to Trust Fund** – include a proportionate share of the expenditures charged to the trust fund for administration and support services. An explanation of the basis for allocating the indirect costs to this trust fund is required.

**Section III - Summary:** This section compares the total revenues collected to the total costs of the program for each of the three reporting periods and calculates the resulting surplus or deficit.

**If there is a resulting deficit, a detailed narrative must be submitted along with the Schedule IA which provides a full explanation,** including such information as:

- How will the deficit be covered? Cite the statutory authority allowing the use of alternative funding sources to cover deficits.
- What increases are being proposed to cover the deficit?
- What is the time frame for resolving the expected trust fund deficit?
- Can the deficit be handled administratively or does it require legislation?
- Has the agency included the required legislation in their LBR submission?

### **Schedule IA – Part I: Examination of Regulatory Fees form**

The purpose of this form is to provide additional information required by section 216.0236, Florida Statutes, regarding the annual examination of fees charged for providing regulatory services to and oversight of businesses or professions. This information pertains to operational efficiencies that could be achieved in the program, appropriate level of regulatory activity, and sufficiency and reasonableness of fees charged. If the fees are not adequate to cover the full costs of the program then the agency must provide either information regarding alternatives for realigning revenues or costs, or demonstrate that the program provides substantial benefits to the public which justify a partial subsidy from other state funds.

This form must accompany any Schedule IA that is completed for a Regulatory Service or Oversight of Businesses or Professions Program.

Please refer to page 37 for an example of this form.

### **Schedule IA – Part II: Examination of Regulatory Fees form**

This form is used to provide additional information regarding the fee structure to assist in the annual examination of fees charged for providing regulatory services to and oversight of businesses or professions. This information relates to the service or product being regulated, the specific fee title, the statutory authority for the fee, the maximum fee authorized, the last year of statutory revision to the fee, whether the fee is set by Rule, the current fee assessment, and the fund into which the fee is deposited.

This form must accompany any Schedule IA that is completed for a Regulatory Service or Oversight of Businesses or Professions Program.

Please refer to page 39 for an example of this form.

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 92 Economic Affairs **Budget Period: 2015-16**  
**Program:** 92120000 PRG: Compliance and Enforcement  
**Fund:** 2021 Administrative Trust Fund

**Specific Authority:** Section 449.04, 449.041, 499.042, F.S.  
**Purpose of Fees Collected:** Fees are utilized to administer the statutory provisions of the Florida  
 Drugs, Devices and Cosmetics Act.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> ) |
| <input checked="" type="checkbox"/> | Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)                                  |

| <b><u>SECTION I - FEE COLLECTION</u></b>              | <b>ACTUAL</b>     | <b>ESTIMATED</b>  | <b>REQUEST</b>    |
|---|-------------------|-------------------|-------------------|
|   | <b>FY 2013-14</b> | <b>FY 2014-15</b> | <b>FY 2015-16</b> |
| <b>Receipts:</b>                                      |                   |                   |                   |
| Registration Fees                                     | 100,500           | 100,750           | 120,300           |
| Examination and Investigation Fees                    | 37,840            | 111,479           | 168,944           |
| Proposed increase in Exam & Invest fees               |                   |                   | 10,000            |
|   |                   |                   |                   |
| <b>Total Fee Collection to Line (A) - Section III</b> | <b>138,340</b>    | <b>212,229</b>    | <b>299,244</b>    |

| <b><u>SECTION II - FULL COSTS</u></b>             |                |                |                |
|---|----------------|----------------|----------------|
| <b>Direct Costs:</b>                              |                |                |                |
| Salaries and Benefits                             | 98,925         | 107,399        | 137,239        |
| Other Personal Services                           | -              | 5,880          | 6,944          |
| Expenses  | 14,686         | 54,090         | 93,312         |
| Operating Capital Outlay                          | 8,265          | 5,500          | 2,160          |
|   |                |                |                |
|   |                |                |                |
| Indirect Costs Charged to Trust Fund              | -              | 10,190         | 15,852         |
| <b>Total Full Costs to Line (B) - Section III</b> | <b>121,876</b> | <b>183,059</b> | <b>255,507</b> |

Basis Used: Indirect costs are a prorated share of collocated office rental costs.

| <b><u>SECTION III - SUMMARY</u></b> |     |               |               |
|-------------------------------------|-----|---------------|---------------|
| TOTAL SECTION I                     | (A) | 138,340       | 299,244       |
| TOTAL SECTION II                    | (B) | 121,876       | 255,507       |
| <b>TOTAL - Surplus/Deficit</b>      | (C) | <b>16,464</b> | <b>43,737</b> |

**EXPLANATION of LINE C:**

\_\_\_\_\_

\_\_\_\_\_

## Schedule IA – Part I: Examination of Regulatory Fees

Department: \_\_\_\_\_

Regulatory Service to or Oversight of Businesses or Professions  
Program: \_\_\_\_\_

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
3. Is the regulatory activity an appropriate function that the agency should continue at its current level?
4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?
5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?
6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?
7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:

- a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
  - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.
8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.



## Schedule IA - Part II: Examination of Regulatory Fees

Department: **Business and Professional Regulation**

Regulatory Service to or Oversight of Business or Profession Program: **Cosmetology**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **Yes, Sections 455.219 & 215.37**

What percent of the regulatory cost is currently subsidized? (0 to 100%) **Current Yr 2.3% / Cummulative 14.7%**

If the program is subsidized from other state funds, what is the source(s)? **Other fees deposited to the Professional Regulation Trust Fund**

What is the current annual amount of the subsidy? **\$881,378**

| Service / Product Regulated                            | Specific Fee Title   | Statutory Authority for Fee | Maximum Fee Authorized (cap) | Year of Last Statutory Revision to Fee | Is Fee Set by Rule? (Yes or No) | Current Fee Assessed | Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund) |
|--|--|-----------------------------|------------------------------|--|---------------------------------|----------------------|---|
| <b>Cosmetology/Specialty Salons</b>                    |  |                             |                              |  |                                 |                      |   |
|  |  |                             |                              |  | Chapter 61G-24                  |                      |   |
|  | Application Fee Cosmetology Salon                              | Chapter 477                 | \$50.00                      |  | Yes                             | \$45.00              | Professional Regulation TF  |
|  | Application Fee Mobile Cosmetology Salon                       | 477.025                     | \$50.00                      |  |                                 | \$45.00              | Professional Regulation TF  |
|  | Initial License Salon (50/5) (UA)                              | Chapter 477                 | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
|  | Initial License Mobile Salon (50/5) (UA)                       | 477.025                     | \$50.00                      |  |                                 | \$50.00              | Professional Regulation TF  |
|  | Biennial Renewal Cosmetology Salon (50/5) UA (Even) (11/30/04) | Chapter 477                 | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
|  | Biennial Mobile Cosmetology Salon (50/5) UA (Even) (11/30/04)  | 477.025                     | \$50.00                      |  |                                 | \$50.00              | Professional Regulation TF  |
|  | Delinquent Renewal Cosmetology Salon (50)                      | Chapter 477                 | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
| <b>EXAMPLE ONLY - - NOT ACTUAL DATA or INFORMATION</b> |  |                             |                              |  |                                 |                      |   |
| <b>Cosmetologists</b>                                  |  |                             |                              |  |                                 |                      | Regulation TF   |
|  |  |                             |                              |  |                                 |                      | Regulation TF   |
|  | Application Fee Cosmetology/Endorsement                        | Chapter 477                 | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
|  | <b>Examination Fee (\$23 DBPR/\$27 Vendor)</b>                 | Chapter 477                 | <b>\$50.00</b>               |  | Yes                             | \$50.00              | DBPR & Direct Pay Vendor  |
|  | ReExam Fee Cosmetology - provided by DBPR                      | Chapter 477                 | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
|  | ReExam Fee Cosmetology - provided by Vendor                    | Chapter 477                 | \$50.00                      |  | Yes                             | \$23+\$13.5 per part | DBPR & Direct Pay Vendor  |
|  | Inactive Renewal Cosmetology (25) UA                           | 477.0212                    | \$50.00                      |  | Yes                             | \$25.00              | Professional Regulation TF  |
|  | Delinquent/Inactive Renewal Cosmetology (25)                   | Chapter 477                 | \$25.00                      |  | Yes                             | \$25.00              | Professional Regulation TF  |
|  |  |                             |                              |  |                                 |                      |   |
| <b>Specialist</b>                                      | Initial Registration - Specialist                              | Chapter 477                 | \$50.00                      |  | Yes                             | \$25.00              | Professional Regulation TF  |
|  | Application Fee - Specialist                                   | Chapter 477                 | \$30.00                      |  | Yes                             | \$30.00              | Professional Regulation TF  |
|  | Endorcement Registration - Specialist                          | Chapter 477                 | \$30.00                      |  | Yes                             | \$30.00              | Professional Regulation TF  |
|  | Biennial Renewal Specialist (30/5) UA                          | Chapter 477                 | \$50.00                      |  | Yes                             | \$30.00              | Professional Regulation TF  |
|  | Inactive Renewal Specialty registrant (20) UA                  |                             |                              |  | Yes                             | \$20.00              | Professional Regulation TF  |
|  | Delinquent Renewal Specialty registrant (30)                   | Chapter 477                 | \$50.00                      |  | Yes                             | \$30.00              | Professional Regulation TF  |
|  |  |                             |                              |  |                                 |                      |   |
|  |  |                             |                              |  |                                 |                      |   |
| <b>Braiders &amp; Wrappers</b>                         | Initial Registration   | Chapter 477                 | \$25.00                      |  | Yes                             | \$25.00              | Professional Regulation TF  |
|  | Application Fee - Braiders & Wrappers                          | Chapter 477                 | \$30.00                      |  |                                 | \$30.00              | Professional Regulation TF  |
|  | Biennial Renewal Braiders & Wrappers                           | Chapter 477                 | \$25.00                      |  |                                 | \$25.00              | Professional Regulation TF  |
|  | Delinquent Renewal Active & Inactive Braiders & Wrappers       | Chapter 477                 | \$25.00                      |  | Yes                             | \$25.00              | Professional Regulation TF  |
|  | Reactivations  | Chapter 477                 | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
|  | Change of Status Processing Fee                                |                             | \$5.00                       |  | Yes                             | \$5.00               | Professional Regulation TF  |
|  |  |                             |                              |  |                                 |                      |   |
|  |  |                             |                              |  |                                 |                      |   |
| <b>Misc Fees</b>                                       | License Verification   |                             | \$25.00                      |  |                                 | \$25.00              | Professional Regulation TF  |
|  | Duplicate License  |                             | \$25.00                      |  | Yes                             | \$25.00              | Professional Regulation TF  |
|  | Change of Status Processing Fee                                |                             | \$5.00                       |  | Yes                             | \$5.00               | Professional Regulation TF  |
|  | Exam Review Fee  |                             | \$30.00                      |  | Yes                             | \$30.00              | Professional Regulation TF  |
|  | Special Assessments - by rule as needed                        | Chapter 477                 |                              |  |                                 |                      | Professional Regulation TF  |
|  | Reactivations  |                             | \$50.00                      |  | Yes                             | \$50.00              | Professional Regulation TF  |
|  | Unlicensed Activity (5)  | Chapter 455                 | \$5.00                       |  | Yes                             | \$5.00               | Professional Regulation TF  |
|  |  |                             |                              |  |                                 |                      |   |
| <b>Continuing Education Providers</b>                  |  |                             |                              |  |                                 |                      |   |
|  | Continuing Education Provider Applications                     |                             | \$250.00                     |  |                                 | \$250.00             | Professional Regulation TF  |
|  | Continuing Education Providers Renewal (Odd Years) (5/31/05)   |                             | \$250.00                     |  |                                 | \$250.00             | Professional Regulation TF  |
|  |  |                             |                              |  |                                 |                      |   |
|  |  |                             |                              |  |                                 |                      |   |

**SCHEDULE IB:**

**DETAIL OF UNRESERVED  
FUND BALANCES**

# SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCES

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Schedule IB is generated within LAS/PBS and is used to identify the funding sources and dollars associated with the ending adjusted unreserved fund balance shown in each column of the Schedule I (Line I). **Prepare this schedule for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03. If the Schedule IB is not completed for those trust funds having an ending unreserved fund balance in any of the columns, then an audit exception will be generated when a Schedule I report is requested in LAS/PBS.**

## GENERAL GUIDELINES

The Schedule IB data will be entered in LAS/PBS for each trust fund at the same level as the Schedule I (either the budget entity or department level). The Schedule IB provides the detail of the budgetary unreserved fund balances in a three-column format, representing three separate reporting periods, as detailed below:

- **Actual** – corresponds to “Actual Prior Year” (Column A01)
- **Estimated** – corresponds to “Current Year Estimate” (Column A02)
- **Request** – corresponds to “Agency Request” (Column A03)

**DO NOT INPUT ANY SCHEDULE IB INFORMATION IN THE NONCURRING COLUMN (COLUMN A04).**

**Funding Source** – Indicate the description of each separately identifiable funding source to provide detailed information regarding the unreserved fund balance of the trust fund. Appropriately identify each revenue source as either “state” (S) or “non-state” (N).

- **State Sources (S)** are revenues received by the state in the form of taxes, licenses, fees, fines, penalties, and charges for services (but not goods) authorized by the Legislature on individuals, businesses, or governmental agencies. In addition to these revenues, the state may also receive miscellaneous receipts from sources such as earned interest on investments, lottery proceeds and the sale of assets such as public lands.
- **Non-State Sources (N)** are revenues received by the state that do not allow the state to use these revenues at their discretion. These revenues are received from entities such as the federal government, municipal and county governments, private donations, not-for-profit organizations, corporations, and small businesses and have agreements or contracts specifying how the revenues may be utilized by the state.

**Restricted Funds** – Appropriately identify each funding source as either “Restricted (R) or “Unrestricted” (U).

- **Restricted Sources (R)** are receipts that include, but are not limited to, federal funds for

which the state does not have the discretion to decide how to spend the funds, grants, and donations from other non-state sources that have restricted the state's use of the funds, and bond proceeds which may only be expended for purposes allowed by the bond covenants.

- **Unrestricted Sources (U)** have no external limitations or constraints on the state's use of these funds.

Note: All historical records will have a Restricted Sources (R) value. Review and make appropriate adjustments to historical records.

**Actual, Estimated and Request Years** –Record the amount of ending unreserved fund balance associated with each funding source listed.

**Total** – The total ending adjusted unreserved fund balance will be computer generated for each fiscal year and the agency will not be able to input or change this information. These totals represent the sum of the individual funding source amounts for each of the reporting periods shown. The total amount in each fiscal year column **MUST** equal the amounts reported on Line I of Section IV on the Schedule I. If totals do not agree, the agency will be required to make corrections during the Schedule I Technical Review.

**If no data has been entered, there will be an audit discrepancy and \*\*\* NO RECORDS FOUND\*\*\* will display on the Schedule IB report.**

SCHEDULE I  
 TRUST FUNDS AVAILABLE

|  |  | COL A01<br>ACT PR YR<br>EXP 2013-14 | COL A02<br>CURR YR EST<br>FY 2014-15 | COL A12<br>AGY FNL REQ<br>FY 2015-16 |
|--|--|-------------------------------------|--------------------------------------|--------------------------------------|
| <u>AGRIC/CONSUMER SVCS/COMMR</u>               | 42000000                                   |                                     |                                      |                                      |
| FUND: INCIDENTAL TRUST FUND                    | 2381                                       |                                     |                                      |                                      |
| SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE |  |                                     |                                      |                                      |
|  | FUNDING SOURCE                             | RESTRICTED ( R )                    |                                      |                                      |
|  | STATE ( S )                                | UNRESTRICTED ( U )                  |                                      |                                      |
|  | NONSTATE ( N )                             |                                     |                                      |                                      |
| 01   | RESTRICTED BY FEDS - FEMA FUNDS            | N                                   | R                                    | 10,567                               |
| 02   | RESTRICTED - SECURITY DEPOSITS             | N                                   | R                                    | 560,000                              |
| 03   | OTHER STATE FUNDS                          | S                                   | U                                    | 2,554,480                            |
|  |  |                                     |                                      | 2,075,252                            |
|  |  |                                     |                                      | 0                                    |
|  | ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 |                                     |                                      | 3,125,047                            |
|  |  |                                     |                                      | 2,525,252                            |
|  |  |                                     |                                      | 0                                    |

**SCHEDULE IC:**

**RECONCILIATION OF UNRESERVED  
FUND BALANCE**

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

---

The purpose of the Schedule IC is to determine the available trust fund balance for budgetary purposes based on the assets and liabilities associated with the fund. This schedule displays the available short-term assets and outstanding obligations of the trust fund as of June 30 for the Actual Prior Year (column A01).

The Schedule IC should be completed in conjunction with the completion of the Schedule I. (It is recommended that the Schedule IC be prepared first.) A Schedule IC must be submitted at the LAS/PBS (department) fund level. Some entities, such as the Division of Administrative Hearings with the Department of Management Services, and the Florida Housing Finance Corporation with the Department of Economic Opportunity and the Division of Emergency Management within the Executive Office of the Governor, require submission at the budget entity level.

**NOTE:** The Schedule IC is a budgetary document prepared using accounting data as its foundation. Except in the case of a very basic trust fund, the Schedule IC will NOT match the trial balance. However, you must be able to reconcile the Schedule IC to the trial balance. A reconciliation form is provided (see page 54).

## **SOURCE DOCUMENTS**

Use the following documents in preparing the Schedule IC:

- Agency Beginning Trial Balance (BGTRBAL as of July 1, 2014)
- Approved Carry Forward/Certified Forward Report
- Post-Closing Statewide Financial Statement Adjustments **submitted and posted to CFO**

## **GENERAL GUIDELINES**

The Schedule IC is divided into two sections. The top section of the Schedule IC (Lines A through F) is used to present the short-term assets related to the trust fund, including:

- Cash
- Investments
- Accounts Receivable
- Anticipated Receivables

The bottom section of the Schedule IC (Lines G through J) is used to present the short-term obligations related to the trust fund, including:

- Allowance for Uncollectibles
- Approved Carry Forward/Certified Forwards

- Other Accounts Payable to be paid from Nonoperating Appropriation Categories
- Current Revenues Received in Advance/or Unearned Revenues (38800, 38900).
- Deferred Inflows, include only current portion (47XXX).

The obligations are subtracted from the assets in order to determine the Unreserved Fund Balance available for budgetary purposes. This amount is entered on Line K. The amount on Line K in the Adjusted Balance column **must** agree with the Adjusted Unreserved Fund Balance amount as of June 30 in the Actual Prior Year column (A01 - Line I of Section IV) on the Schedule I.

## COLUMNS

There are three columns on the Schedule IC:

- Balance as of June 30
- SWFS Adjustments
- Adjusted Balance

**Balance as of June 30** – shows the June 30 balances for each of the line items. The agency’s beginning trial balance (BGTRBAL as of 7/01/14) and the approved carry forward/certified forward report are used to complete this column.

The “beginning trial balance” or “BGTRBAL” is a state-standard report generated from FLAIR departmental records. It shows each agency’s opening balances as of July 1, including the assets, liabilities, equity, and budgetary accounts. The nominal accounts (revenues and expenditures) will not appear on this report since they were closed into the equity accounts during the year-end closing process.

**NOTE:** Schedule the BGTRBAL report to run immediately upon closing your accounting records. The report is available for only a short period of time (3 to 4 weeks after agency closing). Run the report at the LAS/PBS fund level for ease of transferring the data to the Schedule I. You may also choose to run the report at the budget entity and FLAIR fund level.

**Statewide Financial Statement (SWFS) Adjustments** – this column is provided so that you can take into account any post-closing statewide financial statement adjustments that you are aware of at the time you are preparing the Schedule IC. Provide a detailed narrative of any adjustments made in this column. All adjustments will be verified against the DFS Statewide Financial Reporting Section’s records.

Include only adjustments made **AFTER** closing your agency’s accounting records which affect the unreserved fund balance. Any adjustments made **DURING** your agency financial statement closing process should **NOT** appear on this form. For questions about which adjustments to include, please call your trust fund analyst.

**Adjusted Balance** – this column represents the total of the first two columns.

## COMPLETING THE FORM



Input the appropriate trust fund information at the top of the form:

- Budget Period (Agency Request Year)
- Department Title
- Trust Fund Title
- Budget Entity Title
- LAS/PBS Fund Number

Complete all applicable lines on the Schedule IC, as follows:

**Line A – CFO’s Cash Balance:** This amount should agree to the amount shown in FLAIR state accounts as of June 30, 2014. This amount should also agree to the amount recorded in your agency accounting records in GL 121XX.

**Line B – Other Cash:** Include other cash items, such as:

- ✓ GL 111XX      Cash on Hand
- ✓ GL 112XX      Cash in Bank

Do **not** include:

- ✗ GL 113XX      Cash with SBA
  - ✗ GL 114XX      Cash with Fiscal Agent
- unless the cash is available to meet the current obligations of the fund.

**Line C – Investments at 6/30/14:** The amount recorded on Line C should include all amounts recorded as investments in your agency’s accounting records, including:

- ✓ GL 141XX      Pooled Investments with State Treasury
- ✓ GL 142XX      Investments with SBA
- ✓ GL 143XX      Special Investments with State Treasury
- ✓ GL 145XX      Equity Investments with Collateral Securities
- ✓ GL 146XX      Debt Investments with Collateral Securities
- ✓ GL 147XX      Other Investments

**Line D – Outstanding Current Accounts Receivable at 6/30/14:** The amount recorded on Line D should include all current accounts receivable, including, but not limited to, any carry forward receivables (Type C), recorded in the following:

- ✓ GL 151XX      Accounts Receivable
- ✓ GL 152XX      Taxes Receivable
- ✓ GL 153XX      Interest and Dividends Receivable
- ✓ GL 154XX      Loans and Notes Receivable
- ✓ GL 155XX      Contracts and Grants Receivable
- ✓ GL 156XX      Pension Contributions Receivable
- ✓ GL 157XX      Fees Receivable
- ✓ GL 161XX      Due from State Funds, within Division
- ✓ GL 162XX      Due from State Funds, within Department

- ✓ GL 163XX Due from Other Departments
- ✓ GL 164XX Due from Federal Government
- ✓ GL 165XX Due from Other Governmental Units
- ✓ GL 167XX Due from Component Units / Primary
- ✓ GL 169XX Due From Clearing Fund

**Line E – Other Current Assets:** Use Line E to include items not required for statewide financial statement purposes but which are needed for budgeting purposes to reflect the true Unreserved Fund Balance. For example:

- ✓ Anticipated Grant Receivables
- ✓ Anticipated Bond Proceeds

**Line F – Total Assets:** The amount recorded on Line F should equal the total of Lines A through E. This amount reflects the total available assets of the trust fund for budgetary purposes.

**Line G – Uncollectible Current Accounts Receivable:** The amount recorded on Line G should agree to the amount recorded in GL 159XX on the agency’s trial balance.

**Line H – Approved Carry Forwards/Certified Forwards:** Use Line H to record your agency’s approved carry forward/certified forward amounts for Accounts Payable (Type A), Encumbrances (Type B), and FCO (Type E). These amounts are reported on the Approved Carry Forward/Certified Forward Reports (versions are available through LAS/PBS under saves CF1 and CF2 on the Statewide Report Request Menu). The amount recorded for FCO certified forwards includes all unexpended approved certified forward amounts for all appropriation category years.

**CAUTION: It is important to use the LAS/PBS report to obtain the correct approved carry forward/certified forward amounts. These amounts may be different from FLAIR information.**

**Line I – Other Accounts Payable:** Include only those liabilities of a **nonoperating** nature which are not included on the carry forward/certified forward request. Refer to Appendix C for a listing of operating and nonoperating appropriation categories. **Examples** of nonoperating payables include:

- ✓ Service Charge to General Revenue (GL 35600)
- ✓ Current Revenues Received in Advance (GL 38900)
- ✓ Current Unearned Revenue (GL 38800)
- ✓ Advances from other funds (GL 451XX or 457XX) – **Include only if this amount is included in cash or investment balances.**
- ✓ Current Deferred Inflows (GL 47XXX).

Do not include the following items in Line I – Other Payables. These items will be paid from next year’s appropriations, so they cannot be included in calculating the unreserved fund balance for the Actual Prior Year:

- ✗ Accounts payable to be paid from operating appropriations which were not carried forward;
- ✗ Compensated absences (GL 38600) which were not carried forward.

To calculate the amount to include on Line I – Other Payables, add all short-term payables in nonoperating categories. Do not include any payables in operating categories.

**Line J – Other Liabilities:** An example of an “other liability” would be a statutorily required reserve or a reserve for litigation.

**Line K – Unreserved Fund Balance, 7/01/14:** The amount recorded on this line should be the total of Lines F through J. The amount on Line K in the Adjusted Balance column **must** agree to Line I of Section IV on the Schedule I for the Actual Prior Year column (A01).

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2015 - 2016

**Department Title:**  
**Trust Fund Title:**  
**Budget Entity:**  
**LAS/PBS Fund Number:**

|   | Balance as of<br>06/30/2014 |     | SWFS*<br>Adjustments | Adjusted<br>Balance     |
|---|-----------------------------|-----|----------------------|-------------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | <input type="text"/>        | (A) | <input type="text"/> | <input type="text"/>    |
| ADD: Other Cash (See Instructions)                  | <input type="text"/>        | (B) | <input type="text"/> | <input type="text"/>    |
| ADD: Investments                                    | <input type="text"/>        | (C) | <input type="text"/> | <input type="text"/>    |
| ADD: Outstanding Accounts Receivable                | <input type="text"/>        | (D) | <input type="text"/> | <input type="text"/>    |
| ADD: _____  | <input type="text"/>        | (E) | <input type="text"/> | <input type="text"/>    |
| <b>Total Cash plus Accounts Receivable</b>          | <input type="text"/>        | (F) | <input type="text"/> | <input type="text"/>    |
| LESS: Allowances for Uncollectibles                 | <input type="text"/>        | (G) | <input type="text"/> | <input type="text"/>    |
| LESS: "A" Carry Forwards                            | <input type="text"/>        | (H) | <input type="text"/> | <input type="text"/>    |
| LESS: "B" Carry Forwards                            | <input type="text"/>        | (H) | <input type="text"/> | <input type="text"/>    |
| LESS: Approved "FCO" Certified Forwards             | <input type="text"/>        | (H) | <input type="text"/> | <input type="text"/>    |
| LESS: Other Accounts Payable (Non-operating)        | <input type="text"/>        | (I) | <input type="text"/> | <input type="text"/>    |
| LESS: _____   | <input type="text"/>        | (J) | <input type="text"/> | <input type="text"/>    |
| <b>Unreserved Fund Balance, 07/01/14</b>            | <input type="text"/>        | (K) | <input type="text"/> | <input type="text"/> ** |

**Notes:** \*SWFS = Statewide Financial Statements

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

*Office of Policy and Budget - July 2014*

# **RECONCILIATION OF BEGINNING TRIAL BALANCE TO SCHEDULE IC**

# RECONCILIATION OF BEGINNING TRIAL BALANCE TO SCHEDULE IC

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The purpose of this form is to reconcile the fund balance per the agency's ending trial balance as of the end of the previous fiscal year (accounting basis) to the unreserved fund balance per the Schedules I and IC (budgetary basis). Budgetary unreserved fund balance is not related to classification of fund balance for financial reporting. Agencies' accounting records are prepared using generally accepted accounting principles (GAAP) in compliance with the Governmental Accounting Standards Board (GASB).

Implementation during fiscal year 2010-11 of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Encumbrances are not related to classification of fund balance for financial reporting, since the state's encumbrance process does not commit resources in the context of a commitment for financial reporting. However, for budgetary purposes, encumbrances approved for carry forward and FCO appropriations approved for certification forward are commitments of available funds and should be included as part of budgetary fund balances.

Budgetary fund balances indicate the amount of funds available for future appropriation. Consequently, the fund balance amounts recorded in the financial records will most likely be different from the amounts of unreserved fund balances calculated on the Schedules I and IC. If the two amounts are in agreement, this reconciliation is not necessary. However, if the two amounts do not agree, the agency **must** submit this reconciliation to identify the differences. This reconciliation should be prepared at the LAS/PBS (department) fund level using the required format.

## **GENERAL GUIDELINES**

**Line A – Total Fund Balance per Trial Balance, 7/01/14:** The amount recorded on Line A represents the total amount recorded in all GL 5XXXX's (for governmental fund types) or GL 53900 (for proprietary and fiduciary fund types) on an agency's beginning trial balance as of July 1 of the Current Fiscal Year.

**Line B – Subtract Nonspendable Fund Balance:** The amount recorded on Line B should be the amount of total fund balance that is not available to spend because the equity is either not in spendable form (inventories, prepaid items, advances, or receivables or other items that will not convert to cash soon enough to be available in the current budget period) or legally or contractually required to be maintained intact (permanent funds only). These items will be recorded in GLC 56XXX on the agency's beginning trial balance as of July 1.

**Line C – Add/Subtract Prior Year Financial Statement Adjustments:** The amount recorded on Line C represents any post-closing statewide financial statement adjustment amounts which are included in the Schedule I and Schedule IC.

**Line D – Add/Subtract Other Adjustments:** List all other reconciling items which appear only in the accounting records or only in the budgetary records. Examples of possible differences include:

- ✓ Subtract Approved Certified/Carry Forward amounts for encumbrances and FCO (on the Schedule I only).
- ✓ Add any anticipated receivables/revenues that will be earned in future years that will be used to fund any certified/carry forward encumbrance or FCO appropriation balances (anticipated grant funds, anticipated bond proceeds, etc.). The amount on Line C should agree with any anticipated receivables/revenues that are recorded on the Schedule IC (on the Schedule I only).
- ✓ Add payables to be paid from operating appropriations recorded in the agency's financial records but not requested for carried forward (on trial balance only).
- ✓ Purchase/Sale of capital assets recorded in proprietary funds (on trial balance only).
- ✓ Accumulated depreciation expense recorded in proprietary funds (on trial balance only).

**NOTE:** *You may include as many Line D's as necessary*

**Line E – Adjusted Unreserved Fund Balance per Trial Balance, 7/01/14** – The amount recorded on Line E represents the sum of Lines A through D.

**Line F Unreserved Fund Balance per Schedule IC:** The amount recorded on Line F represents the amount on Line K in the Adjusted Balance column of the Schedule IC.

**Line G – Difference:** The amount on this line should be **zero** if the reconciliation has been prepared properly.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: – 2015 - 2016**

**Department Title:** \_\_\_\_\_

**Trust Fund Title:** \_\_\_\_\_

**LAS/PBS Fund Number:** \_\_\_\_\_

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/14**

Total all GLC's 5XXXX for governmental funds;  (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**  (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments:**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS  (D)

Approved FCO Certified Forward per LAS/PBS  (D)

A/P not C/F-Operating Categories  (D)

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  **0.00** (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  **0.00** (G)\*

**\*SHOULD EQUAL ZERO.**



# **TRUST FUND USAGE**

## **SCHEDULE ID**

### **TRUST FUND DEFINITION AND REALIGNMENT**

# **SCHEDULE ID: REQUEST FOR CREATION, RECREATION, RETENTION, TERMINATION, OR MODIFICATION OF A TRUST FUND**

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The Schedule ID is used to facilitate and support the following functions:

- Legislative review within four years after the initial creation of a trust fund (recreation);
- Legislative review of all trust funds every four years, as required by law (retention); and
- Agency request to create a new trust fund or to modify or terminate an existing trust fund.

Article III, Section 19(f)(2), of the Florida Constitution specifies that a newly created trust fund will terminate not more than four years after the initial creation of the trust fund, unless the fund is recreated by law in a separate bill for that purpose only. A Schedule ID must be completed and submitted prior to automatic termination of any trust fund that has not been recreated.

Additionally, Section 215.3208, Florida Statutes, requires legislative review of all state trust funds at least once every four years. The Office of Policy and Budget (OPB) and the appropriation committees of the House and Senate have worked together to establish a staggered schedule which allows for each trust fund to undergo the required review within the 4-year period allotted. All trust funds, even those which are exempt from automatic termination, are reviewed and recommendations are made to the legislature to recreate, retain, modify, terminate, or exempt the fund. A separate Schedule ID for each trust fund must be completed and submitted as part of the agency's Legislative Budget Request (LBR) and will be reviewed during the regular session of the Legislature in the year indicated on the following schedule:

| 2015 Session                                    | 2016 Session                               | 2017 Session                              | 2018 Session                                       |
|---|--|---|--|
| Department of Lottery                           | Legislative Branch                         | Justice Administrative Commission         | Executive Office of the Governor                   |
| Department of Education                         | Department of Veterans' Affairs            | State Courts System (Judicial Branch)     | Department of Agriculture and Consumer Services    |
| State University System                         | Department of Children and Family Services | Department of Legal Affairs               | Department of State                                |
| Department of Financial Services                | Department of Health                       | Department of Corrections                 | Department of Economic Opportunity                 |
| Department of Transportation                    | Department of Elder Affairs                | Department of Law Enforcement             | Department of Citrus                               |
| Department of Military Affairs                  | Agency for Persons with Disabilities       | Fish and Wildlife Conservation Commission | Public Service Commission                          |
| Department of Revenue                           | Agency for Healthcare Administration       | Parole Commission                         | Department of Management Services                  |
| Department of Highway Safety and Motor Vehicles |  | Department of Juvenile Justice            | Department of Business and Professional Regulation |
| State Board of Administration                   |  |   | Agency for State Technology                        |
| Department of Environmental Protection          |  |   | All other trust funds*                             |

\* All other trust funds not administered by the entities listed above; not reviewed during the 2012, 2013 or 2014 legislative sessions; and not exempt from automatic termination pursuant to the provisions of Article III, section 19(f)(3) of the Florida Constitution will be reviewed in the 2015 legislative session.

**A Schedule ID must be completed for all trust funds which are being reviewed by the legislature during the budget cycle indicated above.** Newly created trust funds and trust funds received by agencies or departments through reorganizations or transfer of programs may not be on the same scheduled trust fund legislative review cycle as shown above. Agencies and departments should run the DFTR transaction in LAS/PBS for the Department and Fund Compatibility Table (DFT). The table will provide a date when a trust fund is scheduled for review.

In addition to the actions noted above, completion of the Schedule ID is required to establish authorization for an existing trust fund that is not currently in the Florida Statutes (including clearing accounts). This action would be considered a modification to an existing fund.

A Schedule ID is not required for terminating a trust fund when the trust fund is transferred to another agency or department by law. Once the trust fund is transferred to another agency or department, the trust fund is considered to not exist in the originating agency.

**When submitting a Schedule ID for the purpose of creating a new trust fund or recreating an existing trust fund, draft legislation must be submitted as a separate single-purpose bill for each trust fund. If modifying or terminating an existing trust fund, draft legislation must be submitted; however, numerous trust fund actions may be combined into one proposed bill.**

The proposed legislation creating a trust fund should include the following information, as required by section 215.3207, Florida Statutes:

- The name of the trust fund
- The name of the agency or branch of government responsible for administering the trust fund
- The requirements or purposes for which the trust fund is being established
- The sources of moneys which shall be credited to the trust fund or specific sources of receipts to be deposited into the trust fund

### **GENERAL GUIDELINES**

The Schedule ID is comprised of three sections:

- Heading
- Action Requested
- Questions

**Heading:** Input the applicable agency name, budget entity, fund name, and FLAIR fund number.

**Action Requested:** Use this section to indicate the action requested for the trust fund:

- Exempt From Termination
- Recreate without Modification (last action was initial create)
- Retain without Modification
- Recreate (last action was initial create)/Retain with Modification
- Terminate Existing Fund
- Create New Fund

Depending on the action chosen, there are certain questions requiring a detailed response. **Questions 1-6 must be answered for all Trust Funds scheduled for review.**

**Questions:** Answer the relevant questions for the action you are requesting. These include questions related to the statutory authority for the fund, sources of receipts, required or prohibited expenditures, and reasons for continuation or modification of the trust fund.

**If you are requesting a trust fund action pursuant to the requirements of section 215.32(2)(b), Florida Statutes, refer to Trust Fund Definitions and Realignment (page 61) for detailed guidelines. Please note, the creation of a new trust fund requires BOTH the Schedule ID and the Analysis of Trust Fund Creation form (refer to page 65).**

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,  
OR MODIFICATION OF A TRUST FUND**

|   |  |
|---|--|
| Department:   |  |
| Fund Name:  |  |
| FLAIR #:*   |  |
| Name,<br>Position, and<br>Telephone No. of Person<br>Completing Form: |  |
| <b>Type of Action Requested :</b><br><br>(Check one)                  | <input type="checkbox"/> <b>Exempt From Termination</b> <input type="checkbox"/> <b>Re-create without modification<br/>(last action was initial create)</b><br><br><input type="checkbox"/> <b>Retain without modification</b> <input type="checkbox"/> <b>Re-create/Retain with modification<br/>(last action was re-create)</b><br><br><input type="checkbox"/> <b>Create New Fund</b> <input type="checkbox"/> <b>Terminate Existing Fund</b> |

\* Enter ONLY the six-digit code [Department (XX) - State Code (2) - and Fund (XXX)]. Not applicable for requests to **Create** trust fund.

For **All Trust Funds** scheduled for review this year, answer questions 1-6.

|   |  |  |
|---|--|--|
| 1 | Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.          |  |
| 2 | List the specific sources of receipts to the trust fund and the statutory references for those receipts.   |  |
| 3 | If state or federal law requires or prohibits specific expenditures from the trust fund, list the requirements or prohibitions and the statutory citations for them. |  |
| 4 | If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.                            |  |
| 5 | If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.  |  |
| 6 | If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.   |  |

**SCHEDULE ID: REQUEST FOR CREATION, RE-CREATION, RETENTION, TERMINATION,  
OR MODIFICATION OF A TRUST FUND**

For Trust Funds that the agency believes are **Exempt from Termination** answer question 7.

|   |  |  |
|---|--|--|
| 7 | If this trust fund is exempt from termination according to Article III, Section 19(f)(3) of the Florida Constitution, list the specific exemptions that apply. |  |
|---|--|--|

For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

|   |   |  |
|---|---|--|
| 8 | Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund. |  |
| 9 | Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.   |  |

For Trust Funds that the agency recommends should be **Terminated** answer question 10 and attach draft legislation as requested.

|    |   |  |
|----|---|--|
| 10 | Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the statutes. |  |
|----|---|--|

For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

|    |  |  |
|----|--|--|
| 11 | Describe the purpose of the trust fund and identify its revenue sources. Attach draft legislation that meets the requirements of s. 215.3207, F.S. |  |
| 12 | Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.                         |  |
| 13 | Describe the period of time for which this new trust fund will be needed, or the circumstances under which it will no longer be needed.            |  |

# Trust Fund Definition and Realignment Instructions

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The 2004 Legislature amended language in section 215.32(2)(b), Florida Statutes to define the purposes and uses of various trust funds used in day-to-day operations (Chapter 2004-234, Laws of Florida). In addition to other trust funds created by law, to the extent possible, each agency must adjust its internal accounting to use existing trust funds consistent with the requirements of this subparagraph. If an agency does not have trust funds listed in this subparagraph and one is required, the agency must recommend the creation of the necessary trust fund(s) to the Legislature no later than the next scheduled review of the agency's trust funds pursuant to section 215.3206, Florida Statutes, and as specified in the LBR instructions.

Section 215.32(2)(b), Florida Statutes, defines the following trust funds which are used for day-to-day operations:

Operating trust fund – for use as a depository for funds to be used for program operations funded by program revenues, with the exception of administrative activities when the operations or operating trust fund is a proprietary fund.

Operations and maintenance trust fund – for use as a depository for client services funded by third-party payers.

Administrative trust fund – for use as a depository for funds to be used for management activities that are departmental in nature and funded by indirect cost earnings and assessments against trust funds. Proprietary funds are excluded from the requirement of using an administrative trust fund.

Grants and donations trust fund – for use as a depository for funds to be used for allowable grant or donor agreement activities funded by restricted contractual revenue from private and public nonfederal sources.

Agency working capital trust fund – for use as a depository for funds to be used pursuant to section 216.272, Florida Statutes.

Clearing funds trust fund – for use as a depository for funds to account for collections pending distribution to lawful recipients.

Federal grant trust fund – for use as a depository for funds to be used for allowable grant activities funded by restricted program revenues from federal sources.

For all agencies that currently have the trust funds defined above:

- To the extent possible, the trust funds are to be used consistent with the trust fund usage definitions. This may mean realigning appropriations and funding between existing trust funds in the agency's LBR to be consistent with these definitions. The LBR submitted for the

Fiscal Year 2015-16 budget request shall reflect any applicable realignments between existing funds, using the agency unique issue code of 34FXXX0 for these re-alignment issues.

- Any agency-unique trust funds that are established in law will continue to function in accordance with their established purpose. For example, an agency that has a Social Services Block Grant Trust Fund established would **not** need to move block grant funds and appropriations to a federal grants trust fund.

For all agencies that do not currently have the trust funds defined above:

- If an agency has funds and appropriations that are inconsistent with the requirements of this law and cannot recommend moving them to an existing trust fund in the LBR, then the agency shall request creation of a new trust fund no later than the next scheduled review of all the agency's trust funds. An example would be an agency that has federal direct revenues and appropriations in an administrative trust fund but does not have a federal grants trust fund. The federal grants trust fund would be recommended for creation no later than the next scheduled review of the agency's trust funds.
- In general, it is recommended that an agency not request the creation of any new trust fund required by this section until the time the agency goes through its scheduled trust fund review. This will allow OPB and the Legislature to be able to evaluate all of the trust fund needs of the agency at one time. However, should an agency have special circumstances relating to the need to establish a trust fund prior to the scheduled review, the agency should contact their OPB analyst.

For agencies up for their scheduled trust fund review:

- The LBR is to be submitted in the existing trust fund structure. Any new trust funds created by the legislature under this section would have a delayed implementation date. This would allow the agency to submit the following year's LBR in the new structure. For example, a trust fund requested for creation during the 2015 Legislative session pursuant to the requirements of this section would have an effective date of July 1, 2015. In the fall of 2014, the agency would submit the LBR for Fiscal Year 2015-16 in the new trust fund format and would begin using the new trust fund effective July 1, 2016.
- A request for the creation of a new trust fund (Schedule ID), pursuant to section 215.32, Florida Statutes, shall be submitted for any of the defined funds if the agency does not currently have such a trust fund but does have the financial activities described by the trust fund's definition. For example, if an agency has federal grants that are currently being recorded in their Grants and Donations Trust Fund, they should request to establish a Federal Grants Trust Fund to be able to move the federal grant appropriations. In addition to the Schedule ID, an agency must also submit the following documentation by the due date specified in the LBR instructions:
  - **Pro Forma Schedule I** – Excel spreadsheets showing what the Schedule I of the new trust fund(s) and any affected existing trust fund would look like if the new trust fund were to be created. This would capture the anticipated revenues and expenditures of the new trust



fund. as well as the reduced revenues and expenditures of the existing trust fund. The Pro Forma Schedule I (Report Option 4) should be presented in the same layout format as a Schedule I submitted for LBR purposes. To download Pro Forma Schedule I information to Excel, run the Schedule I Report Request (SC1R) from the LAS/PBS Web and select the Report Option 4: Schedule 1 Download (Pro Forma). Next go to 'Preview Output' to view and/or export the spreadsheet to Excel. Please contact the LAS/PBS Help Desk (487-4210) if you need assistance.

- **Analysis of Trust Fund Creation form** – This form communicates the fiscal, operational, legal, and technical impacts that creation of the new trust fund will have. Any benefits or concerns related to the creation of the new trust fund should be communicated to OPB and the Legislature on this form along with appropriate supporting documentation.
- **Due Date for Submission of Documentation** – The Pro Forma Schedule I and the Analysis of Trust Fund Creation form described above will be due on **November 12, 2014**, approximately 4 weeks after the LBR submission deadline.
- If any agency has an agency-unique fund that is established for essentially the same purpose as one of the required funds as defined in section 215.32(2)(b), Florida Statutes, then an agency should request that the existing fund name and number be changed to the required fund name and number at the time of the scheduled review. This request would be made on the Schedule ID as a recreate with modification. An example of this is the Educational Aids Trust Fund at the Department of Education which was established to account for the federal grants the department receives. The agency requested that this fund be recreated with modification as a Federal Grants Trust Fund.

## General Considerations

- If an agency receives federal indirect cost reimbursements, the agency needs to account for these in the Administrative Trust Fund. Assessments against other trust funds to fund management activities which are departmental in nature should also be deposited in the Administrative Trust Fund.
- If an agency currently has one of the required funds and is using the fund for additional purposes in accordance with a law that conflicts with this section, the agency, if permitted by law and if another appropriate trust fund is available, should use the trust fund consistent with the definition of this section.

The agency should prepare proposed legislation for the purpose of creating a new trust fund or recreating an existing trust fund in the form of a separate single-purpose bill for each trust fund. Draft legislation must also be submitted if requesting an existing trust fund to be modified or terminated; however, numerous modification and termination trust fund actions may be combined into one proposed bill. If the agency requests a statutory trust fund be retained with no modification, the Schedule ID must be completed; however, no draft legislation needs to be prepared. Proposed legislation creating a trust fund should include the following information, as required by section 215.3207, Florida Statutes:

1. The name of the trust fund.
2. The name of the agency or branch of government responsible for administering the trust fund.
3. The requirements or purposes for which the trust fund is established to meet.
4. The sources of moneys that shall be credited to the trust fund or specific sources of receipts to be deposited into the trust fund.

## Analysis of Trust Fund Creation

Agency: \_\_\_\_\_

Proposed Trust Fund Name: \_\_\_\_\_

Proposed Trust Fund Number: \_\_\_\_\_

**Effect of Proposed Creation of Trust Fund** – Each applicable area below should be completed by the agency. Positive and/or negative effects of the trust fund creation are to be described. Supporting documentation should be attached, as necessary.

1. **Fiscal Impact** – Describe and support any fiscal impact that would be a direct result of creating the trust fund. This may include an analysis of impact on interest earnings, administrative costs or savings, etc.
2. **Operational Impact** - Describe any effect that the creation of this new trust fund would have on agency operations or administration. Include any foreseen cash flow problems due to circumstances such as expenditures funded from cost reimbursement grants.
3. **Regulatory/Legal Impact** – Describe specific federal, regulatory agency, grantor, or legal issues related to the creation of this trust fund.
4. **Technical Impact** – Describe data input, technology, training of personnel issues, etc. related to the creation of this trust fund.
5. **Other** – Describe any other issues which should be considered in the creation of this new trust fund, including recent legislative action regarding an agency trust fund that was contrary to the definitions in section 215.32 (2)(b)(2), Florida Statutes.

# **SUBMISSION REQUIREMENTS**

# SCHEDULE I DOCUMENTS

## SUBMISSION REQUIREMENTS

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*All LAS/PBS generated schedules and all manual Schedule I related documents should be submitted to the Florida Fiscal Portal in the specified manner. The following provides the information necessary to submit the Schedule I packet in the appropriate manner.*

### **Prepare Department Level Schedule I Packet Transmittal**

Some agencies submit the Schedule I and related schedules at the budget entity level and some submit these schedules at the department level within the LBR packet. Regardless of the LBR Schedule I submission level, a separate Schedule I related documents packet must be prepared for each trust fund within an agency **at the department level**.

### **Florida Fiscal Portal Assembly**

Assemble all of the documents shown below, **sorted by trust fund**, and submit them to the Florida Fiscal Portal as one packet, along with your LBR packet. The Schedule I related documents packet must be prepared for each trust fund within an agency **at the department level**. Include the following documents in this packet:

- Opening Trial Balance (BGTRBAL) as of 07/01/14 (Use State Standard Report format)
- Schedule I Narratives (see below and Exhibit C)
- Inter-Agency Transfers Reported on Schedule I form (if applicable)
- Schedule IA: Detail of Fees and Related Program Costs (if applicable)
- Schedule IA – Part I: Examination of Regulatory Fees form (if applicable)
- Schedule IA – Part II: Examination of Regulatory Fees form (if applicable)
- Schedule IC: Reconciliation of Unreserved Fund Balance
- Reconciliation of Beginning Trial Balance to Schedule IC
- Schedule ID: Request for Creation, Re-creation, Retention, Termination, or Modification of Trust Fund (if applicable)
- Analysis of Trust Fund Creation form (if applicable)

**NOTE:** If your agency enters Schedule I data at the budget entity level, you must publish the manual Schedule I related documents at the budget entity level under the ‘Manual Exhibits, Schedules and Supporting Documents’ link. This is in addition to publishing the department level documents under the ‘Schedule I: Department Level – Related Documents’ link. Detailed instructions are available as part of the LBR Instructions on the Florida Fiscal Portal.

### **Detailed Narratives Required**

In addition to the Schedule I forms, additional information documenting the information recorded on the Schedule I is required for each trust fund.

- Method for computing distribution of cash for general management and administrative services.

- In addition to describing the allocation methodology, include a spreadsheet or other documentation to demonstrate calculations made in computing administrative assessments which shows the specific assessment amounts attributable to each trust fund. This should agree with the assessment amounts recorded on the applicable Schedule I for the affected trust funds.
- Adjustments
  - Include a description each adjustment made on the Schedule I, why it was necessary, and how the amount was calculated. It is not necessary to provide an explanation for reversions or small rounding amounts.
- Revenue Estimating Methodology
  - Define the **specific** forecasting or estimating methodology used in sufficient detail that the analyst reviewing the Schedule I can clearly determine whether the estimate is reasonable. **To simply state “based on historical trends” does not provide sufficient information for analysis.**
- 5 Percent Trust Fund Reserve
  - Include the detailed calculation which was used to determine the reserve amount.
- FCO Narratives
  - Include the detailed calculation which was used to determine the FCO adjustment shown in section III of schedule I.

**Refer to Exhibit C for examples of the required narratives.**

### **Inter-Agency Transfers Reported On Schedule I Form**

For Schedule I purposes, any monies moving between LAS/PBS funds, both within an agency and between agencies (transferred via a journal transfer), are considered to be “transfers”. This is not dependent upon the revenue code used for deposit or the expenditure category from which it is paid. This definition differs from the financial reporting concept of transfers.

The purpose of this form is to ensure that revenues shown as transfers-in from one agency are in agreement with the corresponding expenditure shown for the transfer-out from another agency. Inter-agency transfers from/to a specific fund/category totaling \$100,000 or more for the fiscal year must be confirmed with the corresponding sending/receiving agency **for all three fiscal years** indicated on the Schedule I.

The following transfers are excluded from the confirmation requirement:

- Transfers to/from the General Revenue Fund; however, be sure to include “To GR” or “From GR” in the description field on Schedule I;

- Transfers for which the agency receives a specific allocation on an annual basis, such as transfers to the Department of Financial Services (DFS) for Casualty Insurance or to the Department of Management Services (DMS) for HR Outsourcing.
- Transfers to DMS for services such as rent, telephone charges, state aircraft pool assessment, etc;
- Transfers to the Department of Economic Opportunity (DEO) for unemployment compensation;
- Transfers to the Florida Department of Law Enforcement (FDLE) for fingerprinting/background check services.
- Assessments on investments paid to DFS;
- Transfers related to the Statewide Cost Allocation Plan (SWCAP).

### **General Guidelines**

The Interagency Transfer Schedule displays the transfers in a three-column format, representing three separate reporting periods, as detailed below:

- **Amount FY 2013-14 (A01)** – corresponds to “Actual Prior Year” (A01) on the Schedule I
- **Amount FY 2014-15 (A02)** – corresponds to “Current Year Estimate” (A02) on the Schedule I
- **Amount FY 2015-16 (A03)** – corresponds to “Agency Request” (A03) on the Schedule I

**Transfers In** – Used to show confirmation of transfers from a specific fund/ category totaling \$100,000 or more for the fiscal year that the agency receives from another agency. These transfers correspond to those reported in Section I: Detail of Revenues. Provide the sending agency name and fund number, revenue category used for receipt of transfer, transfer amounts for all three years, appropriation category that the sending agency used to make the transfer, name of the person at the sending agency that confirmed the transfer information, and the telephone number of that person.

**Transfers Out** – Used to show confirmation of transfers to a specific fund/category totaling \$100,000 or more for the fiscal year that the agency sends to another agency. These transfers correspond to those reported in Section II: Detail of Nonoperating Expenditures as well as operating transfers included in Section IV: Summary on Line D (Operating Expenditures) and Line F (Fixed Capital Outlay). Provide the receiving agency name and fund number, appropriation category used for the transfer, transfer amounts, revenue category where funds were received, name of the person confirming the transfer at the receiving agency, and the telephone number of that person.

Transfer amounts that reflect the most recent Revenue Estimating Conference figures or specific dollar amounts set in statute do not need to be confirmed. However, transfers required by law, which do not have a specific dollar amount stated in law, need to be confirmed with the corresponding agency.

**An agency contact list will be provided via separate memorandum to assist agencies in the transfer confirmation process for all three fiscal years shown on the Schedule I.**

### **Revenue Certification**

As part of the technical review process, the agency's Chief Financial Officer must certify that the revenue estimates shown on the Schedule I's are the most accurate, based on information available at the time of technical review. The certification must also include a statement that the agency will notify the OPB Trust Fund Unit if any significant changes in revenue estimates occur prior to the issuance of the Governor's Budget Recommendations. The certification should be e-mailed to the agency's trust fund analyst at the time the technical review is completed. **Refer to Appendix C for e-mail addresses.**

### **Electronic Submittal**

When the agency is ready to transmit the department level Schedule I packet, verify the correct PDF files have been published to the Florida Fiscal Portal (<http://floridafiscalportal.state.fl.us/>). Detailed instructions on creating PDF's and publishing all documents on the web portal are available on-line, as part of the Budget Instructions section on the Florida Fiscal Portal.



**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

Agency Name \_\_\_\_\_

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

**Fund Name and Number :** \_\_\_\_\_

| <b>Transfers In</b><br>(Provide Agency and Fund Number Received From)                                 | <b>Transfer In<br/>Revenue<br/>Category</b>      | <b>Amount<br/>FY 13-14 (A01)</b> | <b>Amount<br/>FY 14-15 (A02)</b> | <b>Amount<br/>FY 15-16 (A03)</b> | <b>Transfer Out<br/>Expenditure<br/>Category</b> | <b>Confirmed By/Date</b> |
|---|--|----------------------------------|----------------------------------|----------------------------------|--|--------------------------|
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
| <b>Transfers Out (Operating and Non-Operating)</b><br>(Provide Agency and Fund Number Transferred To) | <b>Transfer Out<br/>Expenditure<br/>Category</b> |                                  |                                  |                                  | <b>Transfer In<br/>Revenue<br/>Category</b>      | <b>Confirmed By/Date</b> |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |
|   |  |                                  |                                  |                                  |  |                          |

Office of Policy and Budget - July 2014

# TECHNICAL REVIEW TIPS

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Prior to submitting the LBR, a review must be completed to ensure that all required information has been provided and is complete and accurate. Any Schedule I's or related documents which are not completed in compliance with the LBR Instructions and the instructions in this manual will be returned to the agency for correction. The Technical Review Checklist is a very detailed checklist related to every aspect of the Legislative Budget Request. OPB provides an electronic version of the Technical Review Checklist to each agency. Section 8 of the Checklist relates specifically to the Schedule I and Related Documents.

It is important to complete the Technical Review Checklist to ensure that the Schedule I and related documents have been properly completed. OPB performs an extensive review of each Schedule I submitted to ensure compliance with all submission requirements. The agency will be required to correct any Schedule I's which are not in compliance.

A draft of Section 8 of the Technical Review Checklist is provided on the following page. Please use the final version of the Checklist that will be provided to agencies in the upcoming months.

The following items appear in Section 8 of the Technical Review Checklist:

- 8.1 Has a separate department level Schedule I supporting documents package been published to the Florida Fiscal Portal?
- 8.2 Has a Schedule I been completed in LAS/PBS for each operating trust fund?
- 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?
- 8.4 Have the Examination of Regulatory Fees Part I and II forms been included for the applicable regulatory programs?
- 8.5 Have the required detailed narratives been provided (5-percent trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative).
- 8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?
- 8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule I-D and applicable draft legislation been included for recreation, modification, or termination of existing trust funds?
- 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.(2)(b), Florida Statutes– including the Schedule ID and applicable draft legislation?
- 8.9 Are the revenue codes correct? In the case of federal grant revenues, has the agency appropriately identified direct vs. indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?
- 8.10 Are the statutory authority references correct?
- 8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct, as amended by Chapter 2009-78, Laws of Florida?
- 8.12 Is this an accurate representation of revenues based on most recent Consensus Estimating Conference forecasts?
- 8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?
- 8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?
- 8.15 Are anticipated grants included and based on the state fiscal year (rather than the federal fiscal year)?

- 8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?
- 8.17 Are nonrecurring revenues entered into column A04, if applicable?
- 8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?
- 8.19 Is a five percent trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?
- 8.20 Are appropriate service charge nonoperating expenditure amounts included in Section II?
- 8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?
- 8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also step 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)
- 8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?
- 8.24 Are prior year September operating reversions appropriately shown in column A01?
- 8.25 Are current year September operating reversions appropriately shown in column A02?
- 8.26 Does the Schedule IC properly reflect the unreserved fund balance as defined by the LBR Instructions, and is it reconciled to the agency accounting records?
- 8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?
- 8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?
- 8.29 Is Line I a positive number? ((If not, the agency must adjust its budget request to eliminate the deficit)
- 8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A – the report should print “No Discrepancies Exist For This Report”)
- 8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)
- 8.32 has a Schedule IB been provided for each trust fund and does total agree with line I ?
- 8.33 Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?

# **APPENDICES**

# APPENDIX A: ACRONYMS & ABBREVIATIONS

---

|      |   |
|------|---|
| A01  | LAS/PBS Column A01 – Actual Prior Year (the fiscal year just ended)     |
| A02  | LAS/PBS Column A02 – Current Year Estimate (the current fiscal year)    |
| A03  | LAS/PBS Column A03 – Agency Request (the budget request year)           |
| A04  | LAS/PBS Column A04 – Agency Request Nonrecurring                        |
| A12  | LAS/PBS Column A12 – Agency Final Request (after technical adjustments) |
| AHCA | Agency for Healthcare Administration                                    |
| APD  | Agency for Persons with Disabilities                                    |
| AST  | Agency for State Technology   |
| CAFR | Comprehensive Annual Financial Report                                   |
| CIT  | Department of Citrus  |
| CFDA | Catalog of Federal Domestic Assistance                                  |
| DACS | Department of Agriculture and Consumer Services                         |
| DBPR | Department of Business and Professional Regulation                      |
| DCF  | Department of Children and Family                                       |
| DEA  | Department of Elder Affairs   |
| DEO  | Department of Economic Opportunity                                      |
| DEP  | Department of Environmental Protection                                  |
| DFS  | Department of Financial Services  |
| DJJ  | Department of Juvenile Justice  |
| DLA  | Department of Legal Affairs   |
| DMA  | Department of Military Affairs  |
| DMS  | Department of Management Services                                       |

|         |  |
|---------|--|
| DOC     | Department of Corrections                                  |
| DOE     | Department of Education                                    |
| DOH     | Department of Health                                       |
| DOL     | Department of Lottery                                      |
| DOR     | Department of Revenue                                      |
| DOS     | Department of State  |
| DOT     | Department of Transportation                               |
| DVA     | Department of Veterans Affairs                             |
| FWC     | Fish & Wildlife Conservation Commission                    |
| EOG     | Executive Office of the Governor                           |
| FCO     | Fixed Capital Outlay                                       |
| FDLE    | Florida Department of Law Enforcement                      |
| FID     | Fund Identifier  |
| FLAIR   | Florida Accounting Information Resource system             |
| F. S.   | Florida Statutes   |
| GAA     | General Appropriations Act                                 |
| GAAFR   | Governmental Accounting, Auditing and Financial Reporting  |
| GAAP    | Generally Accepted Accounting Principles                   |
| GASB    | Governmental Accounting Standards Board                    |
| HSMV    | Highway Safety and Motor Vehicles                          |
| JAC     | Justice Administration Commission                          |
| LAS/PBS | Legislative Appropriation System/Policy & Budget Subsystem |
| LBR     | Legislative Budget Request                                 |
| LEG     | Legislative Branch   |

|      |   |
|------|---|
| NSRC | Northwood Shared Resource Center  |
| OPB  | Office of Policy and Budget   |
| PC   | Parole Commission   |
| PSC  | Public Service Commission   |
| REC  | Revenue Estimating Conference (also known as Consensus Estimating Conference) |
| s.   | Section   |
| SCS  | State Court System  |
| SDCS | State Data Center System  |
| SSRC | Southwood Shared Resource Center  |
| SWFS | Statewide Financial Statement   |



# APPENDIX B: GAAFR & STATE FUND CODES

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## GAAFR Fund Codes

- 10 General Fund
- 20 Special Revenue Fund
- 30 Capital Projects Fund
- 40 Debt Service Fund
- 50 Enterprise (Proprietary) Fund
- 60 Internal Service Fund
- 71 Expendable Trust Fund
- 72 Nonexpendable Trust Fund
- 73 Pension Trust Fund
- 74 Agency Fund
- 76 Investment Funds
- 80 General Fixed Asset Account Group
- 90 General Long-Term Debt Account Group

## State Fund Codes

- 1 General Revenue Fund
- 2 Trust Fund
- 3 Working Capital Fund
- 4 State Infrastructure Fund
- 5 Budget Stabilization Fund
- 8 Local Fund
- 9 Account Group

# APPENDIX C: APPROPRIATION CATEGORIES & BUDGETARY OBJECT CODES

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**Operating Appropriation Categories** are specifically appropriated through the General Appropriations Act and include the following:

|        |  |
|--------|--|
| 010000 | Salaries and Benefits                                |
| 030000 | Other Personal Services (OPS)                        |
| 040000 | Expenses   |
| 05xxxx | Aid to Local Governments                             |
| 060000 | Operating Capital Outlay (OCO)                       |
| 070000 | Food Products  |
| 08xxxx | Fixed Capital Outlay (FCO)                           |
| 09xxxx | Lump Sum   |
| 10xxxx | Special Categories                                   |
| 11xxxx | Financial Assistance Payments                        |
| 14xxxx | G/A to Local Governments and Nonprofit Organizations |
| 21xxxx | Data Processing Services                             |
| 30xxxx | Pension and Benefits                                 |
| 49xxxx | Payments for Claims Bills and Relief Acts            |

**Nonoperating Appropriation Categories** are not specifically appropriated through the General Appropriations Act [refer to section 216.181(12), Florida Statutes] and include the following:

|        |                              |
|--------|------------------------------|
| 160000 | Payments to US Treasury      |
| 170000 | Transfers to General Revenue |
| 18xxxx | Transfers                    |
| 190000 | Purchase of Investments      |
| 22xxxx | Refunds                      |
| 31xxxx | Other Nonoperating Expenses  |
| 80xxxx | Special Expenses             |

**Budgetary Object Codes** are used to identify items that are not revenues or expenditures, but are strictly budgetary in nature. Budgetary object codes should be shown in Sections II and III of the Schedule I and include the following:

|        |  |
|--------|--|
| 810000 | Transfers between budget entities or between GAAFR fund types within the same LAS/PBS fund |
| 880400 | Service Charge to General Revenue of 4%  |
| 880800 | Service Charge to General Revenue of 8%  |
| 899000 | Budget Amendments, Unfunded Budget   |
| 990002 | Transfer Excess Fund Balance to GR/Section 215.32, F.S                                     |
| 991000 | Adjustments (including Line A adjustments, appropriation reversions, and SWFS adjustments) |
| 995000 | Reserve for Employee Compensation  |
| 999000 | State Trust Fund Reserve   |

# APPENDIX D: Funding Source Identifiers (FSI)

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The FSI coding structure is used to identify the funding source for each D-3A issue in LAS/PBS. It is crucial that agencies identify the funding source for each D-3A issue as accurately as possible and update the information as changes occur. The FSI is a key data element used by OPB, House, and Senate in making funding decisions.

- FSI 0            (Historical use only)
- FSI 1            State Funds/Non-match – identifies issues funded by non-federal revenue sources, excluding general revenue or other state funds used to match federal dollars including state funds used to provide state financial assistance and state funds received from another fund or agency.
- FSI 2            State Funds/Match – identifies general revenue and trust fund appropriations which are used to match federal funds including match funds transferred from another fund or agency and funds used as Maintenance of Effort (MOE). **NOTE: FSI of 2 should only be used to identify Maintenance of Effort (MOE) when amounts can be determined with certainty or if the type of expenditure has been used consistently in previous years as MOE.**
- FSI 3            Federal Funds – identifies issues funded by actual federal receipts. Federal funds transferred by an operating transfer from another agency or trust fund which actually received the grant or funding are not reflected as federal funds (FSI 3) in the second recipient agency or trust fund. **Use this code for all issues funded by federal receipts, regardless of whether they are indirect or direct costs.** (Refer to the definition for FSI 9).
- FSI 4            Other (NOT FOR AGENCY USE)
- FSI 5            Other (NOT FOR AGENCY USE)
- FSI 6            Other (NOT FOR AGENCY USE)
- FSI 7            Other (NOT FOR AGENCY USE)
- FSI 8            Other (NOT FOR AGENCY USE)
- FSI 9            Transfer – Recipient of Federal Funds – identifies federal funds which are appropriated and transferred from the original receiving agency or trust fund via an operating transfer. If the fund receives federal funds as a cognizant agency/fund, and does not have the appropriation, you do not have an FSI issue since the secondary receiving fund will be recording the FSI information along with their D-3A issue. In this instance, the receiving fund would record an FSI of 3. **Use this code for all issues funded by operating transfers of federal receipts, regardless of whether they are indirect or direct costs.**

**See the Funding Source Identifier (FSI) Designation Matrix for detailed examples of each FSI.**

## Funding Source Identifier (FSI) Designation Matrix

| Funding Use                | Funding Source                |                                 |                                      |  |   |   |
|----------------------------|-------------------------------|---------------------------------|--------------------------------------|--|---|---|
|                            | Direct Receipt of State Funds | Direct Receipt of Federal Funds | Operating Transfer-In of State Funds | Operating Transfer-In of Federal Funds | Nonoperating Transfer-In of State Funds | Nonoperating Transfer-In of Federal Funds |
| State Program              | 1                             | 3                               | 1                                    | 9                                      | 1                                       | 3   |
| State Match (Includes MOE) | 2                             |                                 | 2                                    |  | 2                                       |   |
| Federal Program            |                               | 3                               |                                      | 9                                      |   | 3   |

| FSI | FSI Title / Description  | Example  |
|-----|--|--|
| 0   | <b>Cannot Identify Breakout:</b> Historical data not identified by funding source.   | DO NOT USE THIS FSI  |
| 1   | <b>State Funds/Nonmatch:</b> State revenues received to fund state programs, state financial assistance and transfers to another fund or agency.   | Permit fees used to fund the Groundwater Monitoring Network program, state funds distributed non-state entity for Brain and Spinal Cord Injury Program (a state project), and state or federal revenues transferred to DMS to pay for rent, Suncom, or other "internal service" type functions.  |
| 2   | <b>State Funds/Match:</b> State revenues used to meet matching requirements, including transfers of state funds used to meet matching requirements and funds used as Maintenance of Effort (MEO).            | State funds used to meet federal matching requirements in the Wastewater Treatment Stormwater Management Revolving Loan Trust Fund, and state revenues transferred from DCF to AHCA to fund the state match portion of Medicaid Waiver Program. Also includes state funds distributed to a non-state entity to meet the MOE requirement for Substance Abuse Prevention and Treatment Block Grants. |
| 3   | <b>Federal Funds:</b> All federal revenues (whether for reimbursement of direct or indirect costs) received directly from the federal government or via a nonoperating transfer from another fund or agency. | 1) Federal funds received by DOT for road construction; 2) revenues received pursuant to a federal sharing or incentive program (example: Federal Equitable Sharing Trust Fund, Child Support Incentive TF).   |
| 4   | <b>Other (Not for Agency use)</b>  | DO NOT USE THIS FSI  |
| 5   | <b>Other (Not for Agency use)</b>  | DO NOT USE THIS FSI  |
| 6   | <b>Other (Not for Agency use)</b>  | DO NOT USE THIS FSI  |
| 7   | <b>Other (Not for Agency use)</b>  | DO NOT USE THIS FSI  |
| 8   | <b>Other (Not for Agency use)</b>  | DO NOT USE THIS FSI  |
| 9   | <b>Transfer-Recipient of Federal Funds:</b> All federal revenues (whether for reimbursement of direct or indirect costs) received via an operating transfer from another fund or agency.                     | Federal revenues (e.g. BYRNE grant funds) transferred from FDLE to DOC (FDLE uses FSI 3; DOC uses FSI 9).  |

# APPENDIX E: Contact List

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| <u>Analyst</u>   | <u>Phone</u> | <u>E-Mail Address</u>               |
|------------------|--------------|-------------------------------------|
| Budget Chief     | 717-9356     | janice.harris@laspbs.state.fl.us    |
| Aniseh Abou-Saeb | 717-9364     | aniseh.abou-saeb@laspbs.state.fl.us |
| Kim Burke        | 717-9367     | kim.burke@laspbs.state.fl.us        |
| Cornell Thomas   | 717-9381     | cornell.thomas@laspbs.state.fl.us   |

**NOTE:** The LBR Instructions, the Schedule I Preparation Manual and all related forms are available on-line (in PDF or Excel format) as part of the Budget Instructions section on the Florida Fiscal Portal.

# APPENDIX F: Schedule I & Schedule IB LAS/PBS Data Entry Transactions

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| LAS/PBS CODES   | LAS/PBS TRANSACTIONS |                       |                       |
|---|----------------------|-----------------------|-----------------------|
| <u>Code Title</u>   | <u>Add Screen</u>    | <u>Correct Screen</u> | <u>Inquire Screen</u> |
| Schedule I, Section I: Detail of Revenues                   | TFRA                 | TFRC                  | TFRI                  |
| Schedule I, Section II: Detail of Nonoperating Expenditures | TFNA                 | TFNC                  | TFNI                  |
| Schedule I, Section III: Adjustments                        | TFAA                 | TFAC                  | TFAI                  |
| Schedule I, Section IV: Summary                             | TFSA                 | TFSC                  | TFSI                  |
| Schedule IB: Detail of Unreserved Fund Balance              | TFBA                 | TFBC                  | TFBI                  |

# **EXHIBITS**

# EXHIBITS

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Color-coded exhibits are provided in this section to demonstrate the flow of data from various reports (AGNCYBS, BGTRBAL, and Approved Carry Forward/Certifications Forward) to the corresponding fields on the Schedule I, Schedule IC, and Reconciliation of Beginning Trial Balance to Schedule IC.

Separate exhibits have been included for proprietary funds and governmental funds. The same process is used for both types of funds, with the exception of calculating the amount to input on Line A. The proprietary fund exhibits include the Schedule I, Schedule IC, Reconciliation and all the supporting accounting and budgetary source documents necessary to build those schedules for column A01. The governmental fund exhibits include only the Schedule I and the AGNCYBS report which demonstrates how to determine the amount to be input on Line A of column A01, since this differs from the methodology used for proprietary funds.



# **EXHIBIT A: PROPRIETARY FUND**

|  |   |          |         |     |     |     |      |        |            | COL A01           | COL A02           | COL A03/A12       | COL A04     |            |
|--|---|----------|---------|-----|-----|-----|------|--------|------------|-------------------|-------------------|-------------------|-------------|------------|
|  |   |          |         |     |     |     |      |        |            | ACT PR YR         | CURR YR EST       | AGY FNL REQ       | AGY FNL N/R |            |
|  |   |          |         |     |     |     |      |        |            | EXP 2013-14       | FY 2014-15        | FY 2015-16        | FY 2015-16  |            |
| <b>LEGAL AFFAIRS/ATTY GENERAL 41000000</b>             |   |          |         |     |     |     |      |        |            |                   |                   |                   |             |            |
| <b>FUND: LEGAL SERVICES TRUST FUND 2438</b>            |   |          |         |     |     |     |      |        |            |                   |                   |                   |             |            |
| <b>SECTION I: DETAIL OF REVENUES</b>                   |   |          |         |     |     |     |      |        |            |                   |                   |                   |             |            |
|  | REVENUE                                 | SVC      | MATCH % |     |     |     | CFDA |        |            |                   |                   |                   |             |            |
|  | CODE                                    | CAP CHG% | AUTH    | ST  | I/C | LOC | I/C  | NO.    |            |                   |                   |                   |             |            |
| 06   | FINES, FORFEIT, JUDGMT                  | 001200   | NO      |     |     |     |      | 16.535 | 200        | 116,214           | 119,700           |                   |             |            |
| 09   | LOAN FROM TF 2439                       | 001500   | NO      |     |     |     |      | 215.18 | 1,000,000  |                   |                   |                   |             |            |
| 05   | REFUNDS                                 | 001800   | NO      |     |     |     |      | 16.535 | 57,026     |                   |                   |                   |             |            |
| 02   | SALES OF G/S TO STATE AG                | 001903   | NO      |     |     |     |      | 16.535 | 27,821,805 | 27,602,917        | 28,431,004        |                   |             |            |
| 03   | SALE OF GOODS O/S ST GOVT               | 001904   | NO      | 8.0 |     |     |      | 16.535 | 2,993      | 3,083             | 3,175             |                   |             |            |
| 04   | SALE OF SERVICES O/S ST GOV             | 001905   | YES     | 8.0 |     |     |      | 16.535 | 79,309     | 152,003           | 156,563           |                   |             |            |
| 07   | PR YR WARRANT CANCEL                    | 003700   | NO      |     |     |     |      | 16.535 | 35         |                   |                   |                   |             |            |
| <b>TOTAL TO LINE B IN SECTION IV</b>                   |   |          |         |     |     |     |      |        |            | <b>28,961,368</b> | <b>27,874,217</b> | <b>28,710,442</b> |             |            |
| <b>SECTION II: DETAIL OF NONOPERATING EXPENDITURES</b> |   |          |         |     |     |     |      |        |            |                   |                   |                   |             |            |
|  |   |          |         |     |     |     |      |        | OBJECT     | TRANSFER          | CFDA              |                   |             |            |
|  |   |          |         |     |     |     |      |        | CODE       | TO BE             | NO.               |                   |             |            |
| 01   | TRANSFERS TO ADMIN TF 2021              |          |         |     |     |     |      |        | 810000     | 41100500          |                   | 1,093,659         | 1,495,970   | 1,496,799  |
| 07   | REFUND OF STATE REVENUE                 |          |         |     |     |     |      |        | 860000     |                   |                   | 1,028,841         |             |            |
| 09   | UNFUNDED BUDGET                         |          |         |     |     |     |      |        | 899000     |                   |                   |                   | -3,374,342  | -3,918,746 |
| 11   | REPAYMENT OF LOAN TF 2439               |          |         |     |     |     |      |        | 810000     | 41100100          |                   | 1,000,000         |             |            |
| <b>TOTAL TO LINE E IN SECTION IV</b>                   |   |          |         |     |     |     |      |        |            | <b>3,122,500</b>  | <b>-1,878,372</b> | <b>-2,421,947</b> |             |            |
| <b>SECTION III: ADJUSTMENTS</b>                        |   |          |         |     |     |     |      |        |            |                   |                   |                   |             |            |
|  |   |          |         |     |     |     |      |        | OBJECT     |                   |                   |                   |             |            |
|  |   |          |         |     |     |     |      |        | CODE       |                   |                   |                   |             |            |
| 01   | CF REVERSION 09/30/12                   |          |         |     |     |     |      |        | 991000     |                   |                   | 45,629            | 43,642      |            |
| 16   | LINE A ADJUSTMENT-A/P NOT CF PRIOR YEAR |          |         |     |     |     |      |        | 991000     |                   |                   | 241,024           |             |            |
| 99   | ROUNDING                                |          |         |     |     |     |      |        | 991000     |                   |                   | -40               |             |            |
| <b>TOTAL TO LINE H IN SECTION IV</b>                   |   |          |         |     |     |     |      |        |            | <b>286,613</b>    | <b>43,642</b>     |                   |             |            |

|  |     | COL A01<br>ACT PR YR<br>EXP 2013-14 | COL A02<br>CURR YR EST<br>FY 2014-15 | COL A12<br>AGY FNL REQ<br>FY 2015-16 | COL A04<br>AGY REQ N/R<br>FY 2015-16 |
|--|-----|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>LEGAL AFFAIRS/ATTY GENERAL 41000000</b>     |     |                                     |                                      |                                      |                                      |
| <b>FUND: LEGAL SERVICES TRUST FUND 2438</b>    |     |                                     |                                      |                                      |                                      |
| <b>SECTION IV: SUMMARY</b>                     |     |                                     |                                      |                                      |                                      |
| UNRESERVED FUND BALANCE - JULY 1               | (A) | 1,604,929                           | 1,272,259                            |                                      |                                      |
| ADD: REVENUES (FROM SECTION I)                 | (B) | 28,961,368                          | 27,874,217                           | 28,710,442                           |                                      |
| TOTAL FUNDS AVAILABLE (LINE A + LINE B)        | (C) | 30,566,297                          | 29,146,476                           | 28,710,442                           |                                      |
| LESS: OPERATING EXPENDITURES                   | (D) | 26,458,151                          | 31,068,490                           | 31,132,389                           |                                      |
| LESS: NONOPERATING EXPENDITURES (SECTION II)   | (E) | 3,122,500                           | -1,878,372                           | -2,421,947                           |                                      |
| LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)        | (F) |                                     |                                      |                                      |                                      |
| UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ | (G) | 985,646                             | -43,642                              |                                      |                                      |
| NET ADJUSTMENTS (FROM SECTION III)             | (H) | 286,613                             | 43,642                               |                                      |                                      |
| ADJUSTED UNRESERVED FUND BALANCE - JUNE 30     | (I) | 1,272,259                           |                                      |                                      |                                      |

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

|  | FUNDING SOURCE RESTRICTED ( R ) |                  |           |
|--|---------------------------------|------------------|-----------|
|  | STATE (S)                       | UNRESTRICTED (U) |           |
|  | NONSTATE (N)                    |                  |           |
| 01 BUDGETARY RESERVE FOR DATA PROC SRVC    | S                               | U                | 500,000   |
| 02 OTHER STATE FUNDS                       | S                               | U                | 772,259   |
| ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 |                                 |                  | 1,272,259 |

STATE OF FLORIDA  
SUMMARIZED BALANCE SHEET  
JUNE 30, 2014

410000 DEPARTMENT OF LEGAL AFFAIRS  
AGGF: 60 SWGF: 60 INTERNAL SERVICE FUND  
2 438001 LEGAL SERVICES TRUST FUND DLA

| G/L   | G/L ACCOUNT NAME                       | AGENCY CLOSING BALANCE | AUDITED ENDING BALANCE | DIFFERENCE  |
|-------|--|------------------------|------------------------|-------------|
| 121XX | UNRELEASED CASH IN STATE TREASURY      | 224,370.19             | 224,370.19             | 0.00        |
| 151XX | ACCOUNTS RECEIVABLE                    | 0.00                   | 111,354.95             | 111,354.95  |
| 162XX | DUE FROM STATE FUNDS WITHIN DEPART     | 265.27                 | 265.27                 | 0.00        |
| 163XX | DUE FROM OTHER DEPARTMENTS             | 2,803,671.98           | 2,692,317.03           | -111,354.95 |
| 165XX | DUE FROM OTHER GOVERNMENTAL UNITS      | 990.33                 | 990.33                 | 0.00        |
| 167XX | DUE FROM COMPONENT UNIT/PRIMARY        | 342.51                 | 342.51                 | 0.00        |
|       | TOTAL CURRENT ASSETS                   | 3,029,640.28           | 3,029,640.28           | 0.00        |
| 276XX | FURNITURE AND EQUIPMENT                | 1,310,976.76           | 1,310,976.76           | 0.00        |
| 277XX | ACC DEPR - FURNITURE & EQUIPMENT       | -975,490.67            | -975,490.67            | 0.00        |
|       | TOTAL FIXED ASSETS                     | 335,486.09             | 335,486.09             | 0.00        |
| 311XX | ACCOUNTS PAYABLE                       | -107,067.92            | -107,067.92            | 0.00        |
| 321XX | ACCRUED SALARIES AND WAGES             | -244,550.09            | -244,550.09            | 0.00        |
| 352XX | DUE TO STATE FUNDS, WITHIN DEPARTMENT  | -740,002.87            | -740,002.87            | 0.00        |
| 353XX | DUE TO OTHER DEPARTMENTS               | -25,842.69             | -25,842.69             | 0.00        |
| 386XX | CURRENT COMPENSATED ABSENCES LIABILITY | -227,497.75            | -227,497.75            | 0.00        |
| 388XX | UNEARNED REVENUE - CURRENT             | -79,749.65             | -79,749.65             | 0.00        |
|       | TOTAL CURRENT LIABILITIES              | -1,424,710.97          | -1,424,710.97          | 0.00        |
| 486XX | COMPENSATED ABSENCES LIABILITY         | -2,907,375.41          | -2,907,375.41          | 0.00        |
|       | TOTAL LONG-TERM LIABILITIES            | -2,907,375.41          | -2,907,375.41          | 0.00        |
| 536XX | INVESTED IN CAPITAL ASSETS NET OF RELA | -335,486.09            | -335,486.09            | 0.00        |
| 539XX | NET ASSETS UNRESTRICTED                | 1,302,446.10           | 1,302,446.10           | 0.00        |
|       | TOTAL EQUITY                           | 966,960.01             | 966,960.01             | 0.00        |

NO ADJUSTMENTS ARE NECESSARY TO THIS FUND  
CONGRATULATIONS

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                             |   |
|-----------------------------|---|
| <b>Department Title:</b>    | Budget Period: 2015-16<br>Department of Legal Affairs |
| <b>Trust Fund Title:</b>    | Legal Services Trust Fund                             |
| <b>Budget Entry:</b>        | DEPARTMENT LEVEL                                      |
| <b>LAS/PBS Fund Number:</b> | 2438  |

|   | Balance as of<br>6/30/2014 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 284,793 (A)                |                      | 284,793             |
| ADD: Other Cash (See Instructions)                  | 0 (B)                      |                      | 0                   |
| ADD: Investments                                    |                            |                      | 0                   |
| ADD: Outstanding Accounts Receivable                | 2,917,861 (D)              |                      | 2,917,861           |
| ADD:  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 3,202,654 (F)              | 0                    | 3,202,654           |
| LESS: Allowances for Uncollectibles                 | 0 (G)                      |                      | 0                   |
| LESS: "A" Carry Forwards                            | 574,079 (H)                |                      | 574,079             |
| "B" Carry Forwards                                  | 69,605 (H)                 |                      | 69,605              |
| Approved "FCO" Certified Forwards                   |                            |                      | 0                   |
| LESS: Other Accounts Payable (Nonoperating)         | 1,235,770 (I)              |                      | 1,235,770           |
| LESS: Unearned Revenue                              | 50,942 (J)                 |                      | 50,942              |
| <b>Unreserved Fund Balance, 07/01/14</b>            | 1,272,259 (K)              | 0                    | 1,272,259 **        |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

|                             |                                    |
|-----------------------------|------------------------------------|
|                             | <b>Budget Period: 2015 - 2016</b>  |
| <b>Department Title:</b>    | <u>Department of Legal Affairs</u> |
| <b>Trust Fund Title:</b>    | <u>Legal Services Trust Fund</u>   |
| <b>Budget Entry:</b>        | <u>DEPARTMENT LEVEL</u>            |
| <b>LAS/PBS Fund Number:</b> | <u>2438</u>                        |

**BEGINNING TRIAL BALANCE:**

|  |                           |
|--|---------------------------|
| <b>Total Fund Balance Per FLAIR Trial Balance, 07/01/14</b>                                    | <b>**Atypical Balance</b> |
| Total all GLC's 5XXXX for governmental funds;<br>GLC 539XX for proprietary and fiduciary funds | 1,784,497 (A)             |
| <b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>  | 0.00 (B)                  |
| <b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>                         |                           |
| SWFS Adjustment # and Description  | (C)                       |
| SWFS Adjustment # and Description  | (C)                       |
| <b>Add/Subtract Other Adjustment(s):</b>   |                           |
| Approved "B" Carry Forward (Encumbrances) per LAS/PBS  | 69,605.02 (D)             |
| Approved "C" Carry Forward Total (FCO) per LAS/PBS   | (D)                       |
| A/P not C/F-Operating Categories   | (237,639) (D)             |
| G/L 31120 - FCO Accounts Payable (recorded in FLAIR)   | (D)                       |
| G/L 486XX - Long-Term Compensated Absences Liability (not carried forward)                     | (2,888,722) (D)           |
| <b>ADJUSTED BEGINNING TRIAL BALANCE:</b>   | (1,272,259) (E)           |
| <b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>   | 1,272,259 (F)             |
| <b>DIFFERENCE:</b>   | 0.00 (G)*                 |

**\*SHOULD EQUAL ZERO.**

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2014

410000 DEPARTMENT OF LEGAL AFFAIRS  
60 2 438 LEGAL SERVICES TRUST FUND

| G-L<br>CAT      |       | G-L ACCOUNT NAME   | BEGINNING BALANCE   |
|-----------------|-------|--|---------------------|
| 12100<br>000000 | 00    | UNRELEASED CASH IN STATE TREASURY<br>CATEGORY NAME NOT ON TITLE FILE | <b>284,793.23</b>   |
| 15100           |       | ACCOUNTS RECEIVABLE  |                     |
| 001903          | 00    | SALES OF GOODS/SERVICES TO STATE AGENCIES                            | 880.11              |
| 100777          | 00    | CONTRACTED SERVICES  | 18,263.63           |
|                 |       | ** GL 15100 TOTAL  | <b>19,143.74</b>    |
| 16200<br>185080 | 00    | DUE FROM STATE FUNDS, WITHIN DEPART.<br>TR TO ADMIN TF               | <b>128,051.41</b>   |
| 16300           |       | DUE FROM OTHER DEPARTMENTS   |                     |
| 001903          | 00    | SALES OF GOODS/SERVICES TO STATE AGENCIES                            | <b>2,768,431.90</b> |
| 16500           |       | DUE FROM OTHER GOVERNMENTAL UNITS                                    |                     |
| 001905          | 00    | SALES OF SERVICES OUTSIDE ST GOVT                                    | <b>910.94</b>       |
| 16700           |       | DUE FROM COMPONENT UNIT / PRIMARY                                    |                     |
| 001905          | 00    | SALES OF SERVICES OUTSIDE ST GOVT                                    | <b>1,322.81</b>     |
| 27600           |       | FURNITURE AND EQUIPMENT  |                     |
| 000000          | 00    | CATEGORY NAME NOT ON TITLE FILE                                      | -254,778.28         |
| 040000          | 00    | EXPENSES   | 214,393.84          |
| 060000          | 00    | OPERATING CAPITAL OUTLAY   | 1,266,703.58        |
| 100119          | 00    | ANTITRUST INVESTIGATIONS'  | 45,095.19           |
| 101020          | 00    | ECONOMIC CRIME LITIGATION  | -20,362.55          |
| 210014          | 00    | OTHER DATA PROCESSING SVCS   | 6,586.98            |
|                 |       | ** GL 27600 TOTAL  | <b>1,257,638.76</b> |
| 27700           |       | ACC DEPR - FURNITURE & EQUIPMENT                                     |                     |
| 000000          | 00    | CATEGORY NAME NOT ON TITLE FILE                                      | 254,778.28          |
| 040000          | 00    | EXPENSES   | -88,114.71          |
| 060000          | 00    | OPERATING CAPITAL OUTLAY   | -1,072,901.80       |
| 100119          | 00    | ANTITRUST INVESTIGATIONS'  | -45,095.19          |
| 101020          | 00    | ECONOMIC CRIME LITIGATION  | -2,531.15           |
| 210014          | 00    | OTHER DATA PROCESSING SVCS   | -16,244.95          |
|                 |       | ** GL 27610 TOTAL  | <b>-970,109.52</b>  |
| 31100           |       | ACCOUNTS PAYABLE   |                     |
| 040000          | 00 CF | EXPENSES   | -10,861.00          |
| 060000          | 00 CF | OPERATING CAPITAL OUTLAY   | -7,347.13           |
| 100777          | 00    | CONTRACTED SERVICES  | <b>-174.85</b>      |
| 100777          | 00 CF | CONTRACTED SERVICES  | -112,623.75         |
| 101981          | 00 CF | LITIGATION EXPENSES  | -29.80              |
|                 |       | ** GL 31100 TOTAL  | -131,036.53         |
| 32100           |       | ACCRUED SALARIES AND WAGES   |                     |
| 010000          | 00 CF | SALARIES AND BENEFITS  | -409,012.08         |
| 030000          | 00 CF | OTHER PERSONAL SERVICES  | -9,355.42           |
|                 |       | ** GL 32100 TOTAL  | -418,367.50         |

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2014

410000 DEPARTMENT OF LEGAL AFFAIRS  
60 2 438 LEGAL SERVICES TRUST FUND

| G-L<br>CAT | G-L ACCOUNT NAME                            |   | BEGINNING BALANCE |
|------------|---|---|-------------------|
| 35200      | DUE TO STATE FUNDS, WITHIN DEPARTMENT       |   |                   |
| 185080     | 00  | TR TO ADMIN TF                              | -213,762.39       |
| 35300      | DUE TO OTHER DEPARTMENTS                    |   |                   |
| 010000     | 00  | CF SALARIES AND BENEFITS                    | -17,913.59        |
| 030000     | 00  | CF OTHER PERSONAL SERVICES                  | -411.45           |
| 040000     | 00  | EXPENSES                                    | -7,862.39         |
| 040000     | 00  | CF EXPENSES                                 | -2,610.32         |
| 100777     | 00  | CF CONTRACTED SERVICES                      | -2,187.75         |
| 220020     | 00  | REFUND STATE REVENUES                       | -1,022,007.44     |
|            |   | ** GL 35300 TOTAL                           | -1,052,992.94     |
| 35500      | DUE TO GENERAL REVENUE                      |   |                   |
| 040000     | 00  | CF EXPENSES                                 | -1,726.62         |
| 38600      | CURRENT COMPENSATED ABSENCES LIABILITY      |   |                   |
| 010000     | 00  | SALARIES AND BENEFITS                       | -229,602.19       |
| 38800      | UNEARNED REVENUE - CURRENT                  |   |                   |
| 001903     | 00  | SALES OF GOODS / SERVICES TO STATE AGENCIES | -50,941.60        |
| 48600      | COMPENSATED ABSENCES LIABILITY              |   |                   |
| 010000     | 00  | SALARIES AND BENEFITS                       | -2,888,721.70     |
| 53600      | INVESTED IN CAPITAL ASSETS NET OF RELA      |   |                   |
| 000000     | 00  | CATEGORY NAME NOT ON TITLE FILE             | -287,529.24       |
| 53900      | NET ASSETS UNRESTRICTED                     |   |                   |
| 000000     | 00  | CATEGORY NAME NOT ON TITLE FILE             | 1,784,497.44      |
| 94100      | ENCUMBRANCES                                |   |                   |
| 040000     | 00  | EXPENSES                                    | 9,981.25          |
| 060000     | 00  | CF OPERATING CAPITAL OUTLAY                 | 69,605.02         |
| 100777     | 00  | CONTRACTED SERVICES                         | 2,468,425.20      |
| 101981     | 00  | LITIGATION EXPENSES                         | 34,448.97         |
|            |   | ** GL 94100 TOTAL                           | 2,582,460.44      |
| 98100      | BUDGETARY FUND BALANCE RESERVED/ENCUMBRANCE |   |                   |
| 040000     | 00  | EXPENSES                                    | -9,981.25         |
| 060000     | 00  | CF OPERATING CAPITAL OUTLAY                 | -69,605.02        |
| 100777     | 00  | CONTRACTED SERVICES                         | -2,468,425.20     |
| 101981     | 00  | LITIGATION EXPENSES                         | -34,448.97        |
|            |   | ** GL 98100 TOTAL                           | -2,582,460.44     |
|            |   | *** FUND TOTAL                              | 0.00              |



# **EXHIBIT B: GOVERNMENTAL FUND**

|  |        | COL A01<br>ACT PR YR<br>EXP 2013-14 | COL A02<br>CURR YR EST<br>FY 2014-15 | COL A03/A12<br>AGY FNL REQ<br>FY 2015-16 | COL A04<br>AGY FNL N/R<br>FY 2015-16 |                |                   |             |                   |                   |                   |          |
|--|--------|-------------------------------------|--------------------------------------|--|--------------------------------------|----------------|-------------------|-------------|-------------------|-------------------|-------------------|----------|
| <b>AGRIC/CONSUMER SVCS/COMMR</b>                       |        |                                     |                                      |  |                                      |                |                   |             |                   |                   |                   |          |
| <b>FUND: INCIDENTAL TRUST FUND</b>                     |        |                                     |                                      |  |                                      |                |                   |             |                   |                   |                   |          |
| 42000000   |        |                                     |                                      |  |                                      |                |                   |             |                   |                   |                   |          |
| 2381   |        |                                     |                                      |  |                                      |                |                   |             |                   |                   |                   |          |
| <b>SECTION I: DETAIL OF REVENUES</b>                   |        |                                     |                                      |  |                                      |                |                   |             |                   |                   |                   |          |
| REVENUE<br>CODE  | CAP    | SVC<br>CHG%                         | AUTH                                 | ST                                       | MATCH %<br>I/C LOC I/C               | CFDA<br>NO.    |                   |             |                   |                   |                   |          |
| 04 RECREATION RECEIPTS                                 | 000100 | YES                                 | 4.0                                  | 589.004                                  | 0.00                                 | 0.00           |                   |             | 1,144,249         | 1,161,000         | 1,159,000         |          |
| 10 FIRE SUPPRESSION                                    | 000100 | YES                                 | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 327,863           | 250,000           | 175,000           |          |
| 11 FIRELINE PLOWING                                    | 000100 | YES                                 | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 139,138           | 120,000           | 115,000           |          |
| 17 PRESCRIBED BURNING                                  | 000100 | YES                                 | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 133,010           | 135,000           | 135,000           |          |
| 29 TRAINING CTR FEE NON ST                             | 000100 | YES                                 | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 29,519            | 50,000            | 50,000            |          |
| 14 MISC REV - EQUIP USAGE                              | 000400 | YES                                 | 4.0                                  | 589.04                                   | 0.00                                 | 0.00           |                   |             | 1,139             | 1,200             | 1,200             |          |
| 27 CECIL FIELD   | 000400 | YES                                 | 4.0                                  | 590.11                                   | 0.00                                 | 0.00           |                   |             | 104,486           | 84,000            | 84,000            |          |
| 34 MISCELLANEOUS REVENUES                              | 000400 | YES                                 | 4.0                                  | 119.07                                   | 0.00                                 | 0.00           |                   |             | 231               | 700               | 700               |          |
| 16 INTEREST ON INVESTMENTS                             | 000502 | NO                                  | 4.0                                  | 17.57                                    | 0.00                                 | 0.00           |                   |             | 174,877           | 160,000           | 150,000           |          |
| 01 FOREST PRODUCTS                                     | 000900 | NO                                  | 4.0                                  | 589.011                                  | 0.00                                 | 0.00           |                   |             | 6,293,139         | 5,860,500         | 5,860,500         |          |
| 03 NURSERY RECEIPTS                                    | 000900 | NO                                  | 4.0                                  | 589.011                                  | 0.00                                 | 0.00           |                   |             | 947,425           | 1,145,000         | 1,145,000         |          |
| 05 SALE FROM NON-DOF LANDS                             | 000900 | NO                                  | 4.0                                  | 589.011                                  | 0.00                                 | 0.00           |                   |             | 352,283           | 350,000           | 350,000           |          |
| 13 PRIVATE DONATIONS                                   | 001101 | NO                                  | 4.0                                  | 261.12                                   | 0.00                                 | 0.00           |                   |             | 5                 | 1,000             | 1,000             |          |
| 23 ADMINISTRATIVE FINES                                | 001202 | NO                                  | 4.0                                  | 215.34                                   | 0.00                                 | 0.00           |                   |             | 1,902,072         | 1,000             | 1,000             |          |
| 06 TFR FR HSMV OFF HWY VEH                             | 001500 | NO                                  | 0.0                                  | 3170010                                  | 0.00                                 | 0.00           |                   |             | 529,349           | 601,884           | 635,590           |          |
| 42 TRF FROM OTHER DEPT DCA                             | 001500 | NO                                  | 0.0                                  | 589.04                                   | 0.00                                 | 0.00           |                   |             | 44,926            |                   |                   |          |
| 46 TRF FROM FGTF LOAN REP                              | 001500 | NO                                  | 0.0                                  | 589.04                                   | 0.00                                 | 0.00           |                   |             | 1,000,000         |                   |                   |          |
| 33 FEMA REMIMBURSEMENT                                 | 001510 | NO                                  | 0.0                                  | 590.42                                   | 0.00                                 | 0.00           |                   | 10.664      | 391,734           |                   |                   |          |
| 07 REFUNDS   | 001800 | NO                                  | 0.0                                  | 215.31                                   | 0.00                                 | 0.00           |                   |             | 231,167           | 300,400           | 300,400           |          |
| 38 REIMB FIRE SUPPR ASST                               | 001801 | NO                                  | 0.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 787,014           | 2,379,000         | 850,000           |          |
| 28 TRAINING CENTER FEES                                | 001903 | NO                                  | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 51,057            | 50,000            | 50,000            |          |
| 36 SALE OF GOODS/SVCS                                  | 001903 | NO                                  | 0.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 166               | 25,000            | 25,000            |          |
| 44 SALE OF GOODS AND SERV                              | 001905 | YES                                 | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 185               |                   |                   |          |
| 45 SALE OF GOODS OUTSIDE S                             | 001905 | YES                                 | 4.0                                  | 590.02                                   | 0.00                                 | 0.00           |                   |             | 12,870            |                   |                   |          |
| 20 LEASES OIL & GAS BRFS                               | 002100 | NO                                  | 4.0                                  | 589.101                                  | 0.00                                 | 0.00           |                   |             | 3,995             | 193,000           | 200,000           |          |
| 19 RENTAL AND LEASES                                   | 002101 | NO                                  | 4.0                                  | 589.011                                  | 0.00                                 | 0.00           |                   |             | 22,584            | 11,500            | 11,500            |          |
| 43 LAND SALES OR LEASES                                | 002101 | NO                                  | 4.0                                  | 589.011                                  | 0.00                                 | 0.00           |                   |             | 600               |                   |                   |          |
| 15 SALES TAXES   | 002500 | NO                                  | 0.0                                  | 212.054                                  | 0.00                                 | 0.00           |                   |             | 85,170            | 91,000            | 91,000            |          |
| 12 COUNTY CFA ASSESSMENTS                              | 002600 | YES                                 | 4.0                                  | 589.31                                   | 0.00                                 | 0.00           |                   |             | 110,700           | 100,000           | 100,000           |          |
| 39 ASSESSMENTS FIRE CONTRO                             | 002600 | YES                                 | 4.0                                  | 125.27                                   | 0.00                                 | 0.00           |                   |             | 864,146           | 860,000           | 860,000           |          |
| 08 SECURITY DEPOSITS                                   | 002700 | NO                                  | 0.0                                  | 589.04                                   | 0.00                                 | 0.00           |                   |             | 1,280,211         | 500,000           | 500,000           |          |
| 41 INSURANCE RECOVERIES                                | 002800 | NO                                  | 0.0                                  | 215.31                                   | 0.00                                 | 0.00           |                   |             | 19,720            |                   |                   |          |
| 30 SALE OF SURP PROP                                   | 002900 | NO                                  | 4.0                                  | 570.07                                   | 0.00                                 | 0.00           |                   |             | 260,724           | 600,000           | 350,000           |          |
| <b>TOTAL TO LINE B IN SECTION IV</b>                   |        |                                     |                                      |  |                                      |                |                   |             | <b>17,245,754</b> | <b>15,031,184</b> | <b>13,200,890</b> | <b>0</b> |
| <b>SECTION II: DETAIL OF NONOPERATING EXPENDITURES</b> |        |                                     |                                      |  |                                      |                |                   |             |                   |                   |                   |          |
|  |        |                                     |                                      |  |                                      | OBJECT<br>CODE | TRANSFER<br>TO BE | CFDA<br>NO. |                   |                   |                   |          |
| 01 TRANSFERS TO ADMINSTRATIVE TF                       |        |                                     |                                      |  |                                      | 810000         | 42010300          |             | 495,893           | 575,357           | 581,034           |          |
| 02 REFUNDS STATE REVENUES                              |        |                                     |                                      |  |                                      | 860000         |                   |             | 9,415             |                   |                   |          |
| 03 TRANSFERS TO AGMIC-GITF                             |        |                                     |                                      |  |                                      | 810000         | 42120100          |             | 546,703           | 610,153           | 699,581           |          |
| 04 REFUNDS NON-STATE REVENUES                          |        |                                     |                                      |  |                                      | 860000         |                   |             | 616,460           | 500,000           | 500,000           |          |

|  |     |           |           |           |
|--|-----|-----------|-----------|-----------|
| LESS: NONOPERATING EXPENDITURES (SECTION II)   | (E) | 3,261,186 | 2,098,187 | 2,179,410 |
| LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)        | (F) |           |           |           |
| UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ | (G) | 2,952,330 | 2,525,252 | 0         |
| NET ADJUSTMENTS (FROM SECTION III)             | (H) | 172,717   | 0         | 0         |
| ADJUSTED UNRESERVED FUND BALANCE - JUNE 30     | (I) | 3,125,047 | 2,525,252 | 0         |

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

|  | FUNDING SOURCE | RESTRICTED ( R ) |           |           |
|--|----------------|------------------|-----------|-----------|
|  | STATE (S)      | UNRESTRICTED (U) |           |           |
|  | NONSTATE (N)   |                  |           |           |
| 01 RESTRICTED BY FEDS - FEMA FUNDS         | N              | R                | 10,567    | 0         |
| 02 RESTRICTED - SECURITY DEPOSITS          | N              | R                | 560,000   | 450,000   |
| 03 OTHER STATE FUNDS                       | S              | U                | 2,554,480 | 2,075,252 |
| ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 |                |                  | 3,125,047 | 2,525,252 |

STATE OF FLORIDA  
SUMMARIZED BALANCE SHEET  
JUNE 30, 2013

420000 DEPARTMENT OF AGRICULTURE/CONSUMER SERVICES  
AGGF: 20 SWGF: 20 SPECIAL REVENUE FUND  
2 381001 INCIDENTAL TRUST FUND

| G/L   | G/L ACCOUNT NAME                       | AGENCY<br>CLOSING<br>BALANCE | AUDITED<br>ENDING<br>BALANCE | DIFFERENCE |
|-------|--|------------------------------|------------------------------|------------|
| 111XX | CASH ON HAND                           | 778.00                       | 778.00                       | 0.00       |
| 112XX | CASH IN BANK                           | 5,800.00                     | 5,800.00                     | 0.00       |
| 121XX | UNRELEASED CASH IN STATE TREASURY      | 581,486.80                   | 581,486.80                   | 0.00       |
| 141XX | POOLED INVESTMENTS WITH STATE TREASURY | 6,731,600.56                 | 6,731,600.56                 | 0.00       |
| 151XX | ACCOUNTS RECEIVABLE                    | 281,360.53                   | 281,360.53                   | 0.00       |
| 153XX | INTEREST AND DIVIDENDS RECEIVABLE      | 18,383.21                    | 18,383.21                    | 0.00       |
| 159XX | ALLOWANCE FOR UNCOLLECTIBLES           | (169,009.73)                 | (169,009.73)                 | 0.00       |
| 162XX | DUE FROM STATE FUNDS WITHIN DEPART     | 73,601.03                    | 73,601.03                    | 0.00       |
| 163XX | DUE FROM OTHER DEPARTMENTS             | 168,139.38                   | 168,139.38                   | 0.00       |
| 171XX | SUPPLY INVENTORY                       | 1,262,350.36                 | 1,262,350.36                 | 0.00       |
|       | TOTAL CURRENT ASSETS                   | 8,954,490.14                 | 8,954,490.14                 | 0.00       |
| 311XX | ACCOUNTS PAYABLE                       | -431,741.71                  | -431,741.71                  | 0.00       |
| 321XX | ACCRUED SALARIES AND WAGES             | -49,803.62                   | -49,803.62                   | 0.00       |
| 331XX | DEPOSITS PAYABLE                       | -826,891.40                  | -826,891.40                  | 0.00       |
| 352XX | DUE TO STATE FUNDS, WITHIN DEPARTMENT  | -18,247.35                   | -18,247.35                   | 0.00       |
| 353XX | DUE TO OTHER DEPARTMENTS               | -1,683,502.65                | -1,683,502.65                | 0.00       |
| 355XX | DUE TO OTHER GOVERNMENTAL UNITS        | -1,310.65                    | -1,310.65                    | 0.00       |
| 356XX | DUE TO GENERAL REVENUE                 | -47,897.83                   | -47,897.83                   | 0.00       |
| 386XX | CURRENT COMPENSATED ABSENCES LIABILITY | -2,057.42                    | -2,057.42                    | 0.00       |
|       | TOTAL CURRENT LIABILITIES              | -3,061,452.63                | -3,061,452.63                | 0.00       |
| 549XX | FUND BALANCE UNRESERVED                | -3,600,678.51                | -3,600,678.51                | 0.00       |
| 551XX | FUND BALANCE RESERVED FOR ENCUMBRANCES | -464,626.09                  | -464,626.09                  | 0.00       |
| 552XX | FUND BALANCE RESERVED FOR INVENTORIES  | -1,262,350.36                | -1,262,350.36                | 0.00       |
| 556XX | RESERVED FOR FCO AND GRANTS/AID - FCO  | -565,382.55                  | -565,382.55                  | 0.00       |
|       | TOTAL EQUITY                           | -5,893,037.51                | -5,893,037.51                | 0.00       |

NO ADJUSTMENTS ARE NECESSARY TO THIS FUND  
CONGRATULATIONS

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

|                               |  |
|-------------------------------|--|
| <b>Budget Period:</b> 2015-16 | Department of Agriculture & Consumer Services (420000) |
| <b>Department Title:</b>      | Incidental Trust Fund                                  |
| <b>Trust Fund Title:</b>      | DEPARTMENT LEVEL                                       |
| <b>Budget Entry:</b>          | 2381   |
| <b>LAS/PBS Fund Number:</b>   |  |

|   | Balance as of<br>6/30/2014 | SWFS*<br>Adjustments | Adjusted<br>Balance |
|---|----------------------------|----------------------|---------------------|
| <b>Chief Financial Officer's (CFO) Cash Balance</b> | 1,321,706 (A)              |                      | 1,321,706           |
| ADD: Other Cash (See Instructions)                  | 107,132.08 (B)             |                      | 107,132             |
| ADD: Investments                                    | 4,264,421.24 (C)           |                      | 4,264,421           |
| ADD: Outstanding Accounts Receivable                | 589,365 (D)                |                      | 589,365             |
| ADD:  |                            |                      | 0                   |
| <b>Total Cash plus Accounts Receivable</b>          | 6,282,624 (F)              |                      | 6,282,624           |
| LESS: Allowances for Uncollectibles                 | 132,028 (G)                |                      | 132,028             |
| LESS: "A" Carry Forwards                            | 1,631,491 (H)              |                      | 1,631,491           |
| "B" Carry Forwards                                  | 272,371 (H)                |                      | 272,371             |
| Approved "FCO" Certified Forwards                   | 139,346 (H)                |                      | 139,346             |
| LESS: Other Accounts Payable (Nonoperating)         | 982,340 (I)                |                      | 982,340             |
| LESS:   |                            |                      | 0                   |
| <b>Unreserved Fund Balance, 07/01/14</b>            | 3,125,047 (K)              |                      | 3,125,047 **        |

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2015 - 2016**

**Department Title:** Department of Agriculture & Consumer Services (420000)  
**Trust Fund Title:** Incidental Trust Fund  
**Budget Entry:** DEPARTMENT LEVEL  
**LAS/PBS Fund Number:** 2381

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/14**

Total all GLC's 5XXXX for governmental funds; (4,815,896) (A)  
 GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** 0.00 (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment #                      Nonspendable Fund Balance GLC 56XXX 1,287,917.00 (C)  
 (For Inventories)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 272,371.00 (D)

Approved FCO Certified Forward per LAS/PBS 139,346 (D)

A/P not C/F-Operating Categories (8,785) (D)

G/L 31120 - FCO Accounts Payable (recorded in FLAIR)  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** (3,125,047) (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 3,125,047 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

BEGINNING TRIAL BALANCE BY FUND

July 01, 2014

420000 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
 20 2 381001 INCIDENTAL TRUST FUND DACS

| G-L<br>CAT | G-L ACCOUNT NAME                              | BEGINNING BALANCE |
|------------|---|-------------------|
| 11100      | CASH ON HAND                                  | 2,863.00          |
| 11220      | CLEARING ACCOUNTS                             | 104,269.08        |
| 12100      | UNRELEASED CASH IN STATE TREASURY             | 1,321,705.64      |
| 14100      | POOLED INVESTMENTS WITH STATE TREASURY        | 4,264,421.24      |
| 15100      | ACCOUNTS RECEIVABLE                           |                   |
| 000100     | FEES  | 296,581.65        |
| 000502     | INTEREST - INVESTMENTS                        | 14,933.16         |
| 000900     | NURSURY AND FORESTRY PRODUCTS                 | 12,511.50         |
| 001202     | PENALTIES                                     | 1,289.38          |
| 001800     | REFUNDS                                       | 108.63            |
| 001801     | REIMBURSEMENTS                                | 245,239.73        |
| 001903     | SALES OF GOODS/SERVICES TO STATE AGENCIES     | 609.00            |
| 001904     | SALES OF GOODS OUTSIDE STATE GOVERNMENT       | 318.00            |
| 002101     | RENT  | 226.85            |
| 002600     | FIRE CONTROL AND FORESTRY ASSESSMENT          | 1,500.00          |
|            | ** GL 15100 TOTAL                             | 573,317.90        |
| 15900      | ALLOWANCE FOR UNCOLLECTIBLES                  |                   |
| 040000     | EXPENSES                                      | -132,028.39       |
| 16200      | DUE FROM STATE FUNDS, WITHIN DIVISION         |                   |
| 001800     | REFUNDS                                       | 120.00            |
| 16300      | DUE FROM OTHER DEPARTMENTS                    |                   |
| 001520     | TRANSFER OF FEDERAL FUNDS                     | 12,710.00         |
| 001800     | REFUNDS                                       | 3,217.10          |
|            | ** GL 16300 TOTAL                             | 15,927.10         |
| 17100      | INVENTORIES                                   |                   |
| 040000     | EXPENSES                                      | 1,287,916.60      |
| 31100      | ACCOUNTS PAYABLE                              |                   |
| 040000     | EXPENSES                                      | -57.68            |
| 040000     | CF EXPENSES                                   | -72,216.85        |
| 100777     | CF CONTRACTED SERVICES                        | -4,309.94         |
| 109851     | CF G/A-2008-09 SEVERE WEATHER AND FLOODING-SO | -14,308.39        |
| 109885     | CF G/A-MD2011/WILDFIRES-SO                    | -321,240.51       |
|            | ** GL 31100 TOTAL                             | -412,133.37       |
| 32100      | ACCRUED SALARIES AND WAGES                    |                   |
| 010000     | CF SALARIES AND BENEFITS                      | -1,154,532.41     |
| 030000     | CF OTHER PERSONAL SERVICES                    | -9,404.74         |
| 040000     | CF EXPENSES                                   | -49,841.84        |
| 102261     | CF ON-CALL FEES                               | -5,616.79         |
|            | ** GL 32100 TOTAL                             | -1,219,395.78     |

BEGINNING TRIAL BALANCE BY FUND

JULY 01, 2014

420000 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

20 2 381001 INCIDENTAL TRUST FUND DACS

| G-L<br>CAT | G-L ACCOUNT NAME                               | BEGINNING BALANCE |
|------------|--|-------------------|
| 35300      | DUE TO OTHER DEPARTMENTS                       |                   |
| 010000     | SALARIES AND BENEFITS                          | -428.00           |
| 040000     | EXPENSES                                       | -6,790.52         |
| 040000     | CF EXPENSES                                    | -20.02            |
| 181125     | CF TR FUNDS REIMBURSEMENT OF FEASIBILITY ASSES | -907,256.10       |
| 310403     | ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE     | -663.72           |
|            | ** GL 35300 TOTAL                              | -915,158.36       |
| 35500      | DUE TO OTHER GOVERNMENTAL UNITS                |                   |
| 220030     | REFUND NONSTATE REVENUES                       | -885.10           |
| 35600      | DUE TO GENERAL REVENUE                         |                   |
| 310228     | PAYMENT OF SALES TAX                           | -7,247.82         |
| 310322     | SERVICE CHARGE TO GEN REV                      | -66,286.93        |
|            | ** GL 35600 TOTAL                              | -73,534.75        |
| 38600      | CURRENT COMPENSATED ABSENCES LIABILITY         |                   |
| 010000     | SALARIES AND BENEFITS                          | -1,508.77         |
| 54900      | ASSIGNED FUND BALANCE                          | -4,815,896.04     |
| 94100      | ENCUMBRANCES                                   |                   |
| 040000     | EXPENSES                                       | 3,173.00          |
| 040000     | CF EXPENSES                                    | 88,442.07         |
| 083054     | 09 LAND ACQ/DEVELOP-OHV PROG                   | 17,325.00         |
| 100021     | CF   | 21,134.80         |
| 100100     | CF   | 13,113.34         |
| 100777     | CONTRACTED SERVICES                            | 412.00            |
| 100777     | CF CONTRACTED SERVICES                         | 49,638.23         |
| 109851     | CF G/A-2008-09 SEVERE WEATHER AND FLOODING-SO  | 0.01              |
| 109885     | CF G/A-MD2011/WILDFIRES-SO                     | 100,042.67        |
|            | ** GL 94100 TOTAL                              | 293,281.12        |
| 98100      | BUDGETARY FUND BALANCE RESERVED/ENCUMBRANCE    |                   |
| 040000     | EXPENSES                                       | -3,173.00         |
| 040000     | CF EXPENSES                                    | -88,442.07        |
| 083054     | 09 LAND ACQ/DEVELOP-OHV PROG                   | -17,325.00        |
| 100021     | CF   | -21,134.80        |
| 100100     | CF   | -13,113.34        |
| 100777     | CONTRACTED SERVICES                            | -412.00           |
| 100777     | CF CONTRACTED SERVICES                         | -49,638.23        |
| 109851     | CF G/A-2008-09 SEVERE WEATHER AND FLOODING-SO  | -0.01             |
| 109885     | CF G/A-MD2011/WILDFIRES-SO                     | -100,042.67       |
|            | ** GL 98100 TOTAL                              | -293,281.12       |
|            | *** FUND TOTAL                                 | 0.00              |



**EXHIBIT C:  
SCHEDULE I REQUIRED  
NARRATIVE EXAMPLES**

## **Computation of Cost for General Management and Administrative Services**

The following narrative can be used for demonstrating how administrative assessments were calculated in the Schedule I. The assessment amounts recorded on the Schedule I should agree with the computations used in the narrative and worksheet for general management and administrative services.

### **Narrative Example for the Computation of General Management and Administrative Services:**

The funding of costs for Administrative Services is distributed to all entities not funded by the Administrative Trust Fund. Percentage computations were based on allocation statistics such as full-time employees, postage, general counsel billable hours, revenue and expenditure transactions, etc. The allocation basis is defined on the attached allocation worksheet. The estimated and requested amounts are used for Administrative Services. The funding amounts are calculated by each separate function such as Finance and Accounting, General Counsel, Inspector General, etc. Administrative Service costs are computed separately. Nonoperating transfers based on the allocation percentages are used to fund Administrative services.

**A calculation worksheet must be attached to determine how general management and administrative service allocations were calculated in the Schedule I.**

## **Section III Adjustments**

The adjustments in Section III of the Schedule I must be provided with a detailed explanation or calculation. The following example can be used as a basis for providing information or calculations related to adjustments:

### **XYZ Trust Fund**

- **Beginning Available Fund Balance Adjustment FY 13-14 (\$14,435,208)**: The adjustment represents the amount of unappropriated fund balance brought forward from the prior fiscal year. Though this entry is a negative amount, the negative amount of (\$14,435,208) will be offset by an adjustment for \$34,195,495 in long-term receivables.
- **Accounts Payable not Carried Forward \$17,147**: The adjustment is an increase in fund balance as a result of payables to be paid from operating categories not carried forward. Payables that are not carried forward decrease recorded obligations and have a positive impact on the fund balance.
- **Expenses – Statewide Financial Statement Adjustment \$2,507**: The adjustment is necessary to record prior year FLAIR adjustments posted by the Department of Financial Services to decrease a nonoperating accounts payable that was established in error.

## **Revenue Estimating Methodology Narrative**

The following narrative is an example of information needed to explain how revenues were estimated or forecasted in the Schedule I:

Revenue estimate calculations for Fiscal Year 2014-15 and 2015-16 are based on the following methodology:

Filing fees for condominiums have been estimated for Fiscal Year 2014-15 at 85% of the fees for Fiscal Year 2013-14 and filing fees for Fiscal Year 2015-16 are estimated at 75% of the fees for Fiscal Year 2013-14 due to projected decline in the condominium building industry. Annual fees are estimated as the same from the prior fiscal year including additional new filings from the prior fiscal year.

Filing fees for Timeshares are estimated on the fees collected in the prior fiscal year with no year-to-year growth. Annual fees are estimated as the same as the prior year because of minor growth in the industry.

Filing and annual fees for Mobile Homes are projected to remain flat in Fiscal Years 2014-15 and 2015-16; therefore, fee collections in Fiscal Year 2013-14 were used as the basis in future year projections.

Filing and annual fees for Yacht and Ship Brokers are projected to remain flat in Fiscal Years 2014-15 and 2015-16; therefore, fee collections in Fiscal Year 2013-14 were used as the basis in future year projections.

Documentary Stamp Tax revenue estimates were based on projections in the June 2014 Revenue Estimating Conference and Documentary Stamp Tax Forecast /Trend Forecast provided by the Office of Economic and Development Research (EDR).

The projected grant revenues are based on anticipated grant awards.

The estimated interest revenue is based on prior year earnings and the remaining cash balance in the trust fund.

## 5 Percent Trust Fund Reserve Calculation

The 5 Percent Trust Fund Reserve must include a detailed calculation to determine how the reserve amount was calculated in the Schedule I. The following example can be used as a basis for determining the 5 Percent Trust Fund Reserve calculation:

### XYZ Trust Fund

|   |                      |
|---|----------------------|
| Total Estimated Revenues for Fiscal Year 2014-15              | \$46,067,000         |
| Less Federal Funds  | (231,092)            |
| Less Bond Proceeds  | (450,000)            |
| Less Operating Transfer to DMS STW Contract                   | (82,464)             |
| Less Non-Operating Transfer to Administrative TF              | (1,423,517)          |
| Less Non-Federal Grant – State Contracts                      | (770,165)            |
| Less Sale of Goods and Services - WMD - Lab Support           | (2,957,874)          |
| Less Non-Operating Transfer to Working Capital TF             | (1,121,624)          |
| Less Non-Operating Transfer to DFS/Assessments on Investments | (30,400)             |
| Less Service Charge to General Revenue 8.0%                   | (133,926)            |
| Less Non Operating Transfer to DOH/Safe Drinking Water        | <u>(800,000)</u>     |
| Total Revenue Subject to 5% Reserve Calculation               | <u>\$ 38,065,938</u> |
| Multiplied by 5%  | X <u>.05</u>         |
| Total 5% Reserve for XYZ Trust Fund                           | <u>\$ 1,903,297</u>  |

**If you have determined that the trust fund is exempt from the 5 Percent Trust Fund Reserve requirement, please include a statement in your narrative indicating the trust fund is exempt from the 5 percent trust fund reserve requirement along with the your justification for the exemption.**