

729700 DIVISION OF ADMINISTRATIVE HEARINGS

20 2 021006 FUND NOT ON TITLE FILE

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
000500	INTEREST	0.00
	** GL 15300 TOTAL	0.00
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	21,848.00
001500	TRANSFERS	21,848.00-
001800	REFUNDS	0.00
	** GL 16300 TOTAL	0.00
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	9,920.69
010000	SALARIES AND BENEFITS	0.00
030000	CF OTHER PERSONAL SERVICES	0.00
040000	EXPENSES	9,920.69-
310322	SERVICE CHARGE TO GEN REV	0.00
	** GL 31100 TOTAL	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	2,268.50
040000	EXPENSES	2,268.50-
	** GL 35300 TOTAL	0.00
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	758.45-
310322	SERVICE CHARGE TO GEN REV	758.45
	** GL 35600 TOTAL	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
030000	OTHER PERSONAL SERVICES	0.00
	** GL 55100 TOTAL	0.00
	*** FUND TOTAL	0.00

729700 DIVISION OF ADMINISTRATIVE HEARINGS

20 2 510150 OPERATING TRUST FUND-DOAH

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	806,163.32
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,938,909.79
15100	ACCOUNTS RECEIVABLE	
001800	REFUNDS	4,916.06
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	5,121.10
15700	FEES RECEIVABLE	
001801	REIMBURSEMENTS	15.00
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	0.00
	** GL 15700 TOTAL	15.00
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001801	REIMBURSEMENTS	71,085.61
16700	DUE FROM COMPONENT UNIT/PRIMARY	
001801	REIMBURSEMENTS	23,137.22
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	40,925.47-
060000	OPERATING CAPITAL OUTLAY	0.00
060000	CF OPERATING CAPITAL OUTLAY	5,176.99-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	65,770.46-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	1,039.26-
	** GL 31100 TOTAL	112,912.18-
32100	ACCRUED SALARIES AND WAGES	
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	306.88-
	** GL 32100 TOTAL	306.88-

729700 DIVISION OF ADMINISTRATIVE HEARINGS

20 2 510150 OPERATING TRUST FUND-DOAH

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000	CF EXPENSES	38,349.19-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	362.25-
103884	CONTRACTED LEGAL SERVICES	1,790.98-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	320.55-
	** GL 35300 TOTAL	40,822.97-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	1,852.56-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	4,045.68
010000	SALARIES AND BENEFITS	18,823.79-
	** GL 38600 TOTAL	14,778.11-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	2,678,675.40-
94100	ENCUMBRANCES	
040000	CF EXPENSES	70,007.59
060000	CF OPERATING CAPITAL OUTLAY	12,272.11
100777	CONTRACTED SERVICES	498.33
100777	CF CONTRACTED SERVICES	18,240.05
105281	CF LEASE/PURCHASE/EQUIPMENT	1,878.76
	** GL 94100 TOTAL	102,896.84
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	70,007.59-
060000	CF OPERATING CAPITAL OUTLAY	12,272.11-
100777	CONTRACTED SERVICES	498.33-
100777	CF CONTRACTED SERVICES	18,240.05-
105281	CF LEASE/PURCHASE/EQUIPMENT	1,878.76-
	** GL 98100 TOTAL	102,896.84-
	*** FUND TOTAL	0.00

DIVISION OF ADMINISTRATIVE HEARINGS

SCHEDULE I SERIES

OPERATING TRUST FUND

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE
COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND
ADMINISTRATIVE SERVICES

Methodology:

Identify administrative functions shared by both budget entities - Adjudication of Disputes (DOAH) and Workers' Compensation Appeals (OJCC).

Identify positions performing administrative functions shared by both budget entities.

Identify the costs associated with these administrative functions.

Identify a basis for distributing the costs of the administrative functions to each budget entity.

The following administrative functions are shared by both DOAH and OJCC:

- Administration
- Executive Direction
- Finance and Accounting
- Human Resources
- Information Technology
- Planning and Budgeting
- Procurement

Associated costs for these functions are allocated to each budget entity based on:

- Administration - Appropriations (32% DOAH, 68% OJCC)
- Executive Direction - Appropriations (32% DOAH, 68% OJCC)
- Finance and Accounting - Appropriations (32% DOAH, 68% OJCC)
- Human Resources - FTE (27% DOAH, 73% OJCC)
- Information Technology - Appropriations (32% DOAH, 68% OJCC)
- Planning and Budgeting - Appropriations (32% DOAH, 68% OJCC)
- Procurement - Appropriations (32% DOAH, 68% OJCC)
- General Revenue Service Charge – Estimated Revenue
- Assessments on Investments – Estimated Investments

SCHEDULE I
TRUST FUNDS AVAILABLE

FY 2017-2018
SUPPORTING NARRATIVE
COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

729701 ADJUDICATION OF DISPUTES		32%		HR &							
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	DOAH AMT	OJCC AMT
Administration	Admin Svc Dir II-SES	2842	Mustain, L	\$ 86,200	\$ 31,521	\$ 117,721	\$ 6,514	\$ -	\$ 124,235	\$ 39,755	\$ 84,480
Administration	Admin Assist II-SES	3151	Givens, D	\$ 43,200	\$ 14,841	\$ 58,041	\$ 5,456	\$ -	\$ 63,497	\$ 20,319	\$ 43,178
Administration	Op & Mgmt Consultant II SES	3143	Larson, M	\$ 42,000	\$ 24,798	\$ 66,798	\$ 5,456	\$ -	\$ 72,254	\$ 23,121	\$ 49,133
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 130,409	\$ 56,091	\$ 186,500	\$ 6,514	\$ -	\$ 193,014	\$ 61,764	\$ 131,250
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 50,920	\$ 26,155	\$ 77,075	\$ 6,514	\$ -	\$ 83,589	\$ 26,748	\$ 56,841
Finance & Acct	Prof. Accountant Specialist SE	2741	Hockman, Jar	\$ 58,000	\$ 8,878	\$ 66,878	\$ 6,514	\$ -	\$ 73,392	\$ 23,485	\$ 49,907
Finance & Acct	Accountant I	2816	Starks, Aryl	\$ 26,000	\$ 3,999	\$ 29,999	\$ 5,456	\$ -	\$ 35,455	\$ 11,346	\$ 24,109
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 70,000	\$ 14,531	\$ 84,531	\$ 6,514	\$ -	\$ 91,045	\$ 24,582	\$ 66,463 *
Information Tech	Data Base Admin-SES	2845	Brown, S	\$ 86,200	\$ 36,236	\$ 122,436	\$ 6,514	\$ -	\$ 128,950	\$ 41,264	\$ 87,686
Information Tech	Dist Comp Sys Analyst-SES	3412	Rioux, Scott	\$ 41,400	\$ 24,707	\$ 66,107	\$ 6,514	\$ -	\$ 72,621	\$ 36,311	\$ 36,311 *
Information Tech	Sys Programmer I	2654	Russell, J	\$ 53,392	\$ 24,709	\$ 78,101	\$ 6,514	\$ -	\$ 84,615	\$ 42,308	\$ 42,308 *
Planning & Budget	Budget Officer	2801	Ardoin, Cynthi	\$ 76,000	\$ 29,970	\$ 105,970	\$ 6,514	\$ -	\$ 112,484	\$ 35,995	\$ 76,489
Procurement	Purch Agent III-SES	2434	Pla, Gregg	\$ 49,000	\$ 16,687	\$ 65,687	\$ 6,514	\$ -	\$ 72,201	\$ 23,104	\$ 49,097
General Revenue Service Charge									\$ 12,422	\$ 3,629	\$ 8,793
Assessments on Investments									\$ 10,886	\$ 2,561	\$ 8,325
DOAH TOTALS				\$ 812,721	\$ 313,123	\$ 1,125,844	\$ 81,508	\$ -	\$ 1,230,660	\$ 416,293	\$ 814,367

729702 WORKERS' COMPENSATION APPEALS		68%		HR &							
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	OJCC AMT	DOAH AMT
Administration	Admin Assist III-SES	3403	Wood, Jeff	\$ 42,700	\$ 14,765	\$ 57,465	\$ 5,456	\$ -	\$ 62,921	\$ 42,786	\$ 20,135
Administration	Admin Assist II-SES	3416	Copper, K	\$ 39,400	\$ 24,403	\$ 63,803	\$ 5,456	\$ -	\$ 69,259	\$ 47,096	\$ 22,163
Finance & Acct	Accountant III - SES	3408	Faed, Lula	\$ 37,707	\$ 14,006	\$ 51,713	\$ 6,514	\$ -	\$ 58,227	\$ 39,594	\$ 18,633
Information Tech	Staff Asst	3463	Ferrara, A	\$ 24,883	\$ 20,385	\$ 45,268	\$ 5,456	\$ -	\$ 50,724	\$ 25,362	\$ 25,362 *
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 60,582	\$ 27,626	\$ 88,208	\$ 6,514	\$ -	\$ 94,722	\$ 64,411	\$ 30,311
Procurement	Admin Assist II	3406	DeCambra, Al	\$ 35,000	\$ 13,079	\$ 48,079	\$ 5,456	\$ -	\$ 53,535	\$ 36,404	\$ 17,131
Procurement	Admin Assist II	3425	Roberts, R	\$ 43,000	\$ 23,134	\$ 66,134	\$ 5,456	\$ -	\$ 71,590	\$ 48,681	\$ 22,909
OJCC TOTALS				\$ 283,272	\$ 137,398	\$ 420,670	\$ 40,308	\$ -	\$ 460,978	\$ 304,336	\$ 156,642

TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC **\$ 657,725**

* Percentages for these employees vary because of their job duties.

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE - SECTION III ADJUSTMENTS
OPERATING TRUST FUND

Following are descriptions of the adjustments included in the Schedule I, Columns A01 and A02, Section III, of the Division's FY 2017-18 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR - FY 2015-16

01 Record September 30, 2015 Operating Reversions - DOAH

Per FY 2017-18 Legislative Budget Request instructions, the adjustment of \$49,368 is necessary to include September 30, 2015 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

02 Record September 30, 2015 Operating Reversions - JCCs

Per FY 2017-18 Legislative Budget Request instructions, the adjustment of \$78,411 is necessary to include September 30, 2015 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

03 Prior-Year Compensated Absences – DOAH

Per statewide financial reporting requirements, the adjustment of \$11,368 is necessary to reflect the reversal of the prior-year compensated absences for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

04 Close Prior-Year Non-Carry Forwards - DOAH

Per statewide financial reporting requirements, the adjustment of \$3 is necessary to reflect the FY 2014-15 non-certified forward payable for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

05 Prior-Year Certified Forward Encumbrances - DOAH

Per statewide financial reporting requirements, the adjustment of (\$85,088) is necessary to record the FY 2014-15 certified forward encumbrances for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

06 Close Prior-Year Certified Forward Encumbrances - JCCs

Per statewide financial reporting requirements, the adjustment of (\$105,958) is necessary to record the FY 2014-15 certified forward encumbrances for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

09 Rounding - To Balance with June 30, 2016 Unreserved Fund Balance - DOAH

The adjustment of \$3 is necessary to balance with the June 30, 2016 unreserved fund balance for the Adjudication of Disputes Program.

10 Rounding - To Balance with June 30, 2016 Unreserved Fund Balance - JCCs

The adjustment of \$3 is necessary to balance with the June 30, 2016 unreserved fund balance for the Workers' Compensation Appeals Program.

COLUMN A02: CURRENT YEAR ESTIMATED - FY 2016-17

07 Record September 30, 2016 Operating Reversions - DOAH

Per FY 2017-18 Legislative Budget Request instructions, this adjustment is necessary to record the September 30, 2016 operating reversions for the Adjudication of Disputes program.

08 Record September 30, 2016 Operating Reversions - JCCs

Per FY 2017-18 Legislative Budget Request instructions, this adjustment is necessary to record the September 30, 2016 operating reversions for the Workers' Compensation Appeals program.

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE
REVENUE ESTIMATING METHODOLOGIES
OPERATING TRUST FUND

Following are explanations of methodologies used to develop revenue estimates contained in Columns A02 and A03:

COLUMN A02: CURRENT YEAR ESTIMATED REVENUES - FY 2016-17

Lines 1 – 26: Transfers from State Agencies – Adjudication of Disputes

These revenues represent transfers from state agencies to the Division of Administrative Hearings (DOAH) to support the Adjudication of Disputes Program. These transfers are appropriated in the FY 2016-17 General Appropriations Act (Chapter 2016-066, Laws of Florida) and total \$7,217,837.

Line 27: Transfers of Application Fees from the Department of Environmental Protection for Cases Filed Pursuant to Chapter 403, Florida Statutes - Adjudication of Disputes

Pursuant to Chapter 403, Florida Statutes, the Department of Environmental Protection (DEP) transfers to DOAH a portion of the application fees that it collects in electrical power plant siting, transmission line siting, and natural gas transmission pipeline siting cases. These fees are paid when DEP refers a case to DOAH, and if land use, certification, and other administrative hearings are held. The estimate of \$16,400 was based on average revenue received over the past three years.

Line 28: Transfer from State Agency – Workers’ Compensation Appeals

This estimate represents the transfer from the Department of Financial Services to DOAH to support the Workers’ Compensation Appeals – Judges of Compensation Claims Program. This transfer totals \$18,055,327 and covers the operating and nonoperating costs of this program, calculated as follows:

\$17,566,236	Operating budget
+ 658,171	Nonoperating general management and administrative assessment
\$18,224,407	Total estimated transfer from the Department of Financial Services
=====	

Line 29: Sale of Goods and Services to State Agencies – Adjudication of Disputes

The estimate of \$4,447 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) other state agencies for contract cases filed pursuant to Chapter 120, Florida Statutes; and (3) various state agencies for copies of documents provided by DOAH. This amount is based on average collections from the prior three fiscal years because caseload and billable hours are projected to remain relatively constant in FY 2016-17.

Line 30: Sale of Goods and Services to State Agencies – Workers’ Compensation Appeals

The collection of \$180 in FY 2015-16 for a record on appeal was an unusual receipt and is therefore not included in future revenue estimates.

Line 31: Sale of Services - Outside State - Adjudication of Disputes

The estimate of \$5,276 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on collections from the prior fiscal year.

Line 32: Sale of Services - Outside State - Workers' Compensation Appeals

The estimate of \$15,635 represents revenue from nonstate entities for court reporter services provided for preparing records on appeal. Since caseloads are expected to remain consistent, this amount is based on the collections in the prior fiscal year.

Line 33: Refunds - Adjudication of Disputes

The amount of refunds varies from year to year and cannot be predicted; thus, refunds are not carried forward to subsequent fiscal years.

Line 34: Refunds - Workers' Compensation Appeals

The amount of refunds varies from year to year and cannot be predicted; thus, refunds are not carried forward to subsequent fiscal years.

Line 35: Tenant Broker Commission – Workers' Compensation Appeals

The tenant broker commission totaling \$12,912 received and paid in FY 2015-16 was nonrecurring and thus was not carried forward.

Line 36: Reimbursements – Adjudication of Disputes

The estimate of \$523,247 represents revenue from nonstate entities for Administrative Law Judge services, travel, video teleconferencing and copies of records to be made to the Adjudication of Disputes Program. This amount is based on the average collections over the past three fiscal years as well as collections during the first quarter of FY 2016-17.

Line 37: Reimbursements – Workers' Compensation Appeals

The estimate of \$2,647 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is based on average collections from the prior three fiscal years.

Line 38: Interest on Investments - Adjudication of Disputes

In FY 2015-16, interest earnings totaling \$134,941 represent .79% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$16,927,084 will be invested in FY 2016-17, earning \$134,362, or .79%. This program's share of these earnings is estimated at \$40,083 and represents .24% of the total funds invested.

Line 39: Interest on Investments – Workers' Compensation Appeals

In FY 2015-16, interest earnings totaling \$134,941 represent .79% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$16,927,084 will be invested in FY 2016-17, earning \$134,362, or .79%. This program's share of these earnings is estimated at \$94,279 and represents .56% of the total funds invested.

COLUMN A03: AGENCY REQUEST – FY 2017-18

Lines 1 – 26: Transfers from State Agencies – Adjudication of Disputes

These revenues represent transfers from state agencies to the Division of Administrative Hearings to support the Adjudication of Disputes Program. The Division’s budget, as adjusted below, is prorated among these agencies based on actual time spent in administrative proceedings by DOAH’s Administrative Law Judges in FY 2015-16. The total amount prorated among the agencies is \$7,330,483 and is calculated as follows:

\$8,436,480	Total FY 2017-18 Legislative Budget Request
(532,970)	Less: Estimated Revenue from Nonstate and State Contract Entities
(657,725)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers’ Compensation Appeals Program
(16,400)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 101,098	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$7,330,483	Total Amount Prorated Among State Agencies
=====	

Line 27: Transfers of Application Fees from the Department of Environmental Protection for Cases Filed Pursuant to Chapter 403, Florida Statutes - Adjudication of Disputes

Pursuant to Chapter 403, Florida Statutes, the Department of Environmental Protection (DEP) transfers to DOAH a portion of the application fees that it collects in electrical power plant siting, transmission line siting, and natural gas transmission pipeline siting cases. These fees are paid when DEP refers a case to DOAH, and if land use, certification, and other administrative hearings are held. The estimate of \$16,400 was based on average revenue received over the past three years.

Line 28: Transfer from State Agency – Workers’ Compensation Appeals

This estimate represents the transfer from the Department of Financial Services to DOAH to support the Workers’ Compensation Appeals – Judges of Compensation Claims Program. This transfer totals \$18,297,121 and covers the operating costs of this program, as well as the nonoperating general management and administrative assessment paid to the Adjudication of Disputes Program. It is calculated as follows:

\$17,639,396	Operating budget
+ 657,725	Nonoperating general management and administrative assessment
\$18,297,121	Total estimated transfer from the Department of Financial Services
=====	

Line 29: Sale of Goods and Services to State Agencies – Adjudication of Disputes

The estimate of \$4,447 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) other state agencies for contract cases filed pursuant to Chapter 120, Florida Statutes; and (3) various state agencies for copies of documents provided by DOAH. This amount is based on average collections from the prior three fiscal years because caseload and billable hours are projected to remain relatively constant in FY 2017-18.

Line 30: Sale of Goods and Services to State Agencies – Workers’ Compensation Appeals

The collection of \$180 in FY 2015-16 for a record on appeal was an unusual receipt and is therefore not included in future revenue estimates.

Line 31: Sale of Services - Outside State - Adjudication of Disputes

The estimate of \$5,276 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on collections from the prior fiscal year because caseload is projected to remain relatively constant in FY 2017-18.

Line 32: Sale of Services - Outside State - Workers' Compensation Appeals

The estimate of \$15,635 represents revenue from nonstate entities for court reporter services provided for preparing records on appeal. Since caseloads are expected to remain consistent, this amount is based on the collections in the prior fiscal year.

Line 33: Refunds - Adjudication of Disputes

The amount of refunds varies from year to year and cannot be predicted; thus, refunds are not carried forward to subsequent fiscal years.

Line 34: Refunds - Workers' Compensation Appeals

The amount of refunds varies from year to year and cannot be predicted; thus, refunds are not carried forward to subsequent fiscal years.

Line 35: Tenant Broker Commission – Workers’ Compensation Appeals

The tenant broker commission totaling \$12,912 received and paid in FY 2015-16 was nonrecurring and thus was not carried forward.

Line 36: Reimbursements – Adjudication of Disputes

The estimate of \$523,247 represents revenue from nonstate entities for Administrative Law Judge services, travel, video teleconferencing and copies of records to be made to the Adjudication of Disputes Program. The Division re-evaluated its revenue collections and determined that this category was the more appropriate classification for revenue collected for Administrative Law Judge services. This amount is based on average collections from the prior three fiscal years because caseload and billable hours are projected to remain relatively constant in FY 2017-18.

Line 37: Reimbursements – Workers’ Compensation Appeals

The estimate of \$2,647 represents reimbursements to be made to the Workers’ Compensation Appeals Program. This amount is based on average collections from the prior three fiscal years.

Line 38: Interest on Investments - Adjudication of Disputes

In FY 2015-16, interest earnings totaling \$134,941 represent .79% of the total funds invested that year. These earnings are prorated among DOAH’s two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$17,290,324 will be invested in FY 2017-18, earning \$137,246, or .79%. This program’s share of these earnings is estimated at \$41,169 and represents .24% of the total funds invested.

Line 39: Interest on Investments – Workers’ Compensation Appeals

In FY 2015-16, interest earnings totaling \$134,941 represent .79% of the total funds invested that year. These earnings are prorated among DOAH’s two programs using a formula based on funds

available for investing, as well as actual investments made. Using this formula, it is estimated that \$17,290,324 will be invested in FY 2017-18, earning \$137,246, or .79%. This program's share of these earnings is estimated at \$96,077 and represents .56% of the total funds invested.

6/30/2016

HEARING HOURS HELD REPORT
FY 2015-2016
For the Period 07/01/15 through 6/30/2016

AGENCY	PREHEARING CONFERENCE	MOTION HEARING	FINAL HEARING	TOTAL HOURS	% OF TOTAL HOURS	PRORATED AMOUNT OF FY 2017-18 LBR
AGR	1.75	3.50	39.00	44.25	1.02365%	\$75,039
AHCA	10.75	13.25	570.00	594.00	13.74125%	\$1,007,300
APD	2.25	1.25	81.00	84.50	1.95477%	\$143,294
CIT	0.00	0.00	0.00	0.00	0.00000%	\$0
COR	0.00	1.25	0.00	1.25	0.02892%	\$2,120
DBPR	3.75	3.50	127.25	134.50	3.11145%	\$228,084
DCF	6.50	1.50	307.75	315.75	7.30438%	\$535,446
DEO	2.75	0.00	36.50	39.25	0.90799%	\$66,560
DEP	1.25	1.25	58.50	61.00	1.41114%	\$103,443
DFS	8.00	7.75	216.50	232.25	5.37274%	\$393,848
DLA	0.00	0.00	0.00	0.00	0.00000%	\$0
DLE	0.25	0.00	16.25	16.50	0.38170%	\$27,981
DMA	0.00	0.00	0.00	0.00	0.00000%	\$0
DMS	7.00	5.75	352.25	365.00	8.44370%	\$618,964
DOE	3.00	3.75	119.75	126.50	2.92638%	\$214,518
DOH	11.75	13.00	206.75	231.50	5.35539%	\$392,576
DOS	0.00	0.00	0.00	0.00	0.00000%	\$0
DOT	4.00	0.75	66.75	71.50	1.65404%	\$121,249
ELDER	0.00	0.00	0.00	0.00	0.00000%	\$0
ETH	0.00	0.50	12.50	13.00	0.30073%	\$22,045
FEC	0.50	0.00	2.50	3.00	0.06940%	\$5,087
FWCC	0.00	0.00	22.00	22.00	0.50894%	\$37,307
GOV	0.00	0.25	11.50	11.75	0.27182%	\$19,926
HSM	1.50	8.75	3.50	13.75	0.31808%	\$23,317
JUV	0.00	0.00	0.00	0.00	0.00000%	\$0
LOT	0.00	0.00	0.00	0.00	0.00000%	\$0
PSC	0.00	0.00	0.00	0.00	0.00000%	\$0
REV	2.00	1.75	1937.75	1941.50	44.91354%	\$3,292,379
VET	0.00	0.00	0.00	0.00	0.00000%	\$0
TOTAL:	67.00	67.75	4188.00	4322.75	100.00000%	\$7,330,483

NOTE: Hearing hours held in contract cases (water management districts, regional planning councils, cities, counties, school district/educational entity cases, etc.), NICA cases, and other miscellaneous cases are reported separately.

*Prior to prorating among state agencies, DOAH's FY 2017-18 Legislative Budget Request totaling \$8,436,480 was adjusted to reflect estimated revenue of \$532,970 from contract entities, payment of \$657,725 from the Workers' Compensation Appeals Program for general management and administrative services costs, estimated revenue of \$16,400 from cases filed pursuant to Chapter 403, Florida Statutes, and the estimated nonoperating cost of \$101,098 for state agency video teleconferencing hearings.

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE
FIVE PERCENT TRUST FUND RESERVE AND
YEAR-END TRUST FUND BALANCE

The following five percent trust fund reserve calculation is based on the "General Policy Guidelines for Reserving 5 Percent of State Trust Funds" contained in the FY 2017-18 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2016-17:	\$26,144,258
Less Assessments from State Agencies for Administrative Law Judge Services	(7,238,684)
Less Assessments from Outside Entities for Administrative Law Judge Services	(528,523)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	(89,134)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	(81,077)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	(125,000)
Less Nonoperating Assessments on Investments	(10,886)
Less Nonoperating Service Charge to General Revenue	<u>(12,422)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$18,058,532</u>
 Multiplied by 5%	 <u>X .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 902,927</u>

Pursuant to the guidelines, the Adjudication of Disputes program is exempt from the requirement that it set aside a five percent reserve because it is supported by assessments from other state agencies and entities for the provision of administrative law judge services. Therefore, the total reserve of \$902,927 is applied to the Workers' Compensation Appeals program.

This reserve of \$902,927 will reduce the June 30, 2018 available cash balance to \$580,573 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2017-18, this balance should be sufficient to support any interim budget amendments that may be necessary that year, especially considering that the Schedule I also includes other nonoperating reserves for this program.

The year-end balance of the Division's Trust Fund does not exceed 50 percent of appropriations in FY 2015-16, FY 2016-17, or FY 2017-18.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2017 - 2018

Department Title:	DMS/Division of Administrative Hearings
Trust Fund Title:	Operating Trust Fund
Budget Entity:	Adjudication of Disputes and Workers' Compensation Appeals
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2016		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$806,163.32	(A)			\$806,163.32
ADD: Other Cash (See Instructions)	\$0.00	(B)			\$0.00
ADD: Investments	\$1,938,909.79	(C)			\$1,938,909.79
ADD: Outstanding Accounts Receivable	\$104,274.99	(D)	\$0.00		\$104,274.99
ADD:	\$0.00	(E)			\$0.00
Total Cash plus Accounts Receivable	\$2,849,348.10	(F)	\$0.00		\$2,849,348.10
LESS Allowances for Uncollectibles	\$0.00	(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$151,930.50)	(H)			(\$151,930.50)
Approved "B" Certified Forwards	(\$102,896.84)	(H)			(\$102,896.84)
Approved "FCO" Certified Forwards	\$0.00	(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$2,173.11)	(I)			(\$2,173.11)
LESS: _____	\$0.00	(J)			\$0.00
Unreserved Fund Balance, 07/01/16	\$2,592,347.65	(K)	\$0.00		\$2,592,347.65 **

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: 2017 - 2018

Department Title: DMS/Division of Administrative Hearings
Trust Fund Title: Operating Trust Fund
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/16

Total all GLC's 5XXXX for governmental funds; 2,678,675.40 (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 # and Description 0.00 (C)

SWFS Adjustment # and Description 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 102,896.84 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

A/P not C/F-Operating Categories 0.00 (D)

Current Compensated Absences Liability (14,778.11) (D)

Non-C/F Accounts Payable (1,790.98) (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: **(2,592,347.65) (E)**

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **2,592,347.65 (F)**

DIFFERENCE: **0.00 (G)***

***SHOULD EQUAL ZERO.**

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

Department:	Division of Administrative Hearings
Fund Name:	Operating Trust Fund
FLAIR #:*	7297-2-510
Name	Cindy Ardoin
Position	Budget Director
Telephone No. of Person	(850) 488-9675 ext. 112
Completing Form:	
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input type="checkbox"/> Re-create without modification (last action was initial create) <input checked="" type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* 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.	Sections 120.65, 440.25, 403.518, 403.5365, 403.9421, 552.40, and 766.305, Florida Statutes. Chapters 2001-06, 2006-79 and 2016-066 Laws of Florida (LOF). Chapter 2001-06, LOF, states that the Legislature found this trust fund "continues to meet an important public purpose." Pursuant to Chapter 2006-79, LOF, effective July 1, 2007, the Administrative Trust Fund was renamed the Operating Trust Fund. The Operating Trust Fund was retained in 2010.
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	<u>Workers' Compensation Administration Trust Fund:</u> Subsection 440.45(1)(a), F.S.; <u>State Agency Transfers:</u> Chapter 2016-066, LOF.; <u>Reimbursements by Contract Entities:</u> Subsection 120.65(11), F.S.; <u>Interest Income on Investments:</u> Subsection 17.61(3), F.S.; <u>Application Fees, Electrical Power Plant and Transmission Line Siting Cases:</u> Subsections 403.518(2) through 403.518(5) and 403.5365(1), F.S.; <u>Application Fees, Natural Gas Transmission Pipeline Siting Cases:</u> Subsection 403.9421(5), F.S.; <u>Filing Fees, Construction Materials Mining Cases:</u> Subsection 552.40(11), F.S.; <u>Filing Fees, NICA Cases:</u> Subsection 766.305(2), F.S.
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.	There are no statutory requirements or prohibitions related to specific expenditures from this trust fund.
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	There is no federal source of receipts.
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	NA. The Division of Administrative Hearings has only one trust fund, the Operating Trust Fund.
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	The Division's two programs are fully supported by its Operating 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 <i>Florida Constitution</i> , list the specific exemptions that apply.	NA
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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.	Retaining this trust fund without modification is necessary because it is the sole support for the Division's two programs: Adjudication of Disputes and Workers' Compensation Appeals. The activities supported by this trust fund include: Conduct Administrative Hearings and Proceedings, Adjudicate and Hear Workers' Compensation Disputes, and Facilitate Mediation of Workers' Compensation Disputes. The following administrative support activities are rolled into the Division's two operational programs: Executive Direction, Administration, Planning and Budgeting, Finance and Accounting, Personnel/Human Resource Services, and Procurement.
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	NA

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.	NA
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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 section 215.3207, <i>Florida Statutes</i> .	NA
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	NA
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.	NA