

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	1,442,901.65
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	4,172.00
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,577,370.37
15100	ACCOUNTS RECEIVABLE	
001800	REFUNDS	4,809.30
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	4,870.70
15700	FEES RECEIVABLE	
001801	REIMBURSEMENTS	26.25
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	0.00
	** GL 15700 TOTAL	26.25
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001801	REIMBURSEMENTS	77,397.62
16700	DUE FROM COMPONENT UNIT/PRIMARY	
001801	REIMBURSEMENTS	30,253.72
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	21,693.62-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	86,535.01-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	2,437.20-
	** GL 31100 TOTAL	110,665.83-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	8,339.63-
	** GL 32100 TOTAL	8,339.63-

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	23,126.61-
100777		CONTRACTED SERVICES	0.00
100777	CF	CONTRACTED SERVICES	587.00-
310403		ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	316.07-
	** GL	35300 TOTAL	24,029.68-
35600	DUE TO GENERAL REVENUE		
310322		SERVICE CHARGE TO GEN REV	2,378.14-
38600	CURRENT COMPENSATED ABSENCES LIABILITY		
000000		BALANCE BROUGHT FORWARD	2,861.63
010000		SALARIES AND BENEFITS	18,823.79-
	** GL	38600 TOTAL	15,962.16-
54900	COMMITTED FUND BALANCE		
000000		BALANCE BROUGHT FORWARD	2,980,426.17-
94100	ENCUMBRANCES		
040000	CF	EXPENSES	138,630.28
060000	CF	OPERATING CAPITAL OUTLAY	53,861.42
100777		CONTRACTED SERVICES	2,485.49
100777	CF	CONTRACTED SERVICES	64,899.61
105281	CF	LEASE/PURCHASE/EQUIPMENT	464.15
	** GL	94100 TOTAL	260,340.95
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	138,630.28-
060000	CF	OPERATING CAPITAL OUTLAY	53,861.42-
100777		CONTRACTED SERVICES	2,485.49-
100777	CF	CONTRACTED SERVICES	64,899.61-
105281	CF	LEASE/PURCHASE/EQUIPMENT	464.15-
	** GL	98100 TOTAL	260,340.95-
	***	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 (1 FTE) - Appropriations (32% DOAH, 68% OJCC)  
Information Technology (4 FTE) – Staff Time (50% DOAH, 50% 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 2018-2019  
SUPPORTING NARRATIVE  
COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

<b>729701 ADJUDICATION OF DISPUTES</b>		<b>32%</b>		<b>HR &amp;</b>							
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	DOAH AMT	OJCC AMT
Administration	Director of Administration	2842	Mustain, L	\$ 93,000	\$ 46,683	\$ 139,683	\$ 6,469	\$ -	\$ 146,152	\$ 46,769	\$ 99,383
Administration	Admin Assist II-SES	3151	Givens, D	\$ 44,200	\$ 15,169	\$ 59,369	\$ 5,486	\$ -	\$ 64,855	\$ 20,754	\$ 44,101
Administration	Op & Mgmt Consultant II SES	3143	Larson, M	\$ 45,000	\$ 25,435	\$ 70,435	\$ 5,486	\$ -	\$ 75,921	\$ 24,295	\$ 51,626
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 131,409	\$ 58,098	\$ 189,507	\$ 6,469	\$ -	\$ 195,976	\$ 62,712	\$ 133,264
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 55,520	\$ 27,077	\$ 82,597	\$ 6,469	\$ -	\$ 89,066	\$ 28,501	\$ 60,565
Finance & Acct	Prof. Accountant Specialist SE	2741	Hockman, Jar	\$ 59,000	\$ 9,266	\$ 68,266	\$ 6,469	\$ -	\$ 74,735	\$ 23,915	\$ 50,820
Finance & Acct	Accountant I	2816	Atkinson, A	\$ 28,400	\$ 4,477	\$ 32,877	\$ 5,486	\$ -	\$ 38,363	\$ 12,276	\$ 26,087
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 71,000	\$ 14,931	\$ 85,931	\$ 6,469	\$ -	\$ 92,400	\$ 24,948	\$ 67,452 *
Information Tech	Data Base Admin-SES	2845	Brown, S	\$ 87,200	\$ 36,679	\$ 123,879	\$ 6,469	\$ -	\$ 130,348	\$ 41,711	\$ 88,637
Information Tech	Dist Comp Sys Analyst-SES	3412	Rioux, Scott	\$ 44,470	\$ 25,352	\$ 69,822	\$ 6,469	\$ -	\$ 76,291	\$ 38,146	\$ 38,146 *
Information Tech	Sys Programmer I	2654	Russell, J	\$ 57,062	\$ 25,494	\$ 82,556	\$ 6,469	\$ -	\$ 89,025	\$ 44,513	\$ 44,513 *
Planning & Budget	Budget Officer	2801	Ardoin, Cynthi	\$ 77,000	\$ 30,430	\$ 107,430	\$ 6,469	\$ -	\$ 113,899	\$ 36,448	\$ 77,451
Procurement	Purchasing Specialist-SES	2434	Pla, Gregg	\$ 50,000	\$ 17,038	\$ 67,038	\$ 6,469	\$ -	\$ 73,507	\$ 23,522	\$ 49,985
General Revenue Service Charge									\$ 14,322	\$ 4,012	\$ 10,310
Assessments on Investments									\$ 11,934	\$ 2,808	\$ 9,126
<b>DOAH TOTALS</b>				<b>\$ 843,261</b>	<b>\$ 336,129</b>	<b>\$ 1,179,390</b>	<b>\$ 81,148</b>	<b>\$ -</b>	<b>\$ 1,286,794</b>	<b>\$ 435,329</b>	<b>\$ 851,465</b>

<b>729702 WORKERS' COMPENSATION APPEALS</b>		<b>68%</b>		<b>HR &amp;</b>							
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	\$ 43,700	\$ 17,425	\$ 61,125	\$ 5,486	\$ -	\$ 66,611	\$ 45,295	\$ 21,316
Administration	Admin Assist II-SES	3416	Copper, K	\$ 41,600	\$ 24,904	\$ 66,504	\$ 5,486	\$ -	\$ 71,990	\$ 48,953	\$ 23,037
Finance & Acct	Accountant III - SES	3408	Faed, Lula	\$ 39,107	\$ 14,374	\$ 53,481	\$ 6,469	\$ -	\$ 59,950	\$ 40,766	\$ 19,184
Information Tech	Staff Asst	3463	Ferrara, A	\$ 26,781	\$ 20,780	\$ 47,561	\$ 5,486	\$ -	\$ 53,047	\$ 26,524	\$ 26,524 *
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 61,582	\$ 17,882	\$ 79,464	\$ 6,469	\$ -	\$ 85,933	\$ 42,967	\$ 42,967 *
Procurement	Admin Assist II	3406	DeCambra, Al	\$ 36,400	\$ 13,437	\$ 49,837	\$ 5,486	\$ -	\$ 55,323	\$ 37,620	\$ 17,703
Procurement	Admin Assist II	3425	Roberts, R	\$ 44,000	\$ 23,461	\$ 67,461	\$ 5,486	\$ -	\$ 72,947	\$ 49,604	\$ 23,343
<b>OJCC TOTALS</b>				<b>\$ 293,170</b>	<b>\$ 132,263</b>	<b>\$ 425,433</b>	<b>\$ 40,368</b>	<b>\$ -</b>	<b>\$ 465,801</b>	<b>\$ 291,729</b>	<b>\$ 174,072</b>

**TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC** **\$ 677,393**

\* 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 2018-19 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR - FY 2016-17**

**01 September 30, 2016 Operating Reversions - DOAH**

Per FY 2018-19 Legislative Budget Request instructions, the adjustment of \$19,315 is necessary to include September 30, 2016 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

**02 September 30, 2016 Operating Reversions - JCCs**

Per FY 2018-19 Legislative Budget Request instructions, the adjustment of \$35,325 is necessary to include September 30, 2016 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 \$14,778 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 Prior-Year Non-Carry Forwards - DOAH**

Per statewide financial reporting requirements, the adjustment of \$895 is necessary to reflect the FY 2015-16 non-certified forward payable for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

**05 Prior-Year Non-Carry Forwards - DOAH**

Per statewide financial reporting requirements, the adjustment of \$895 is necessary to reflect the FY 2015-16 non-certified forward payable for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

**06 Prior-Year Certified Forward Encumbrances - DOAH**

Per statewide financial reporting requirements, the adjustment of (\$36,818) is necessary to record the FY 2015-16 certified forward encumbrances for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

**07 Prior-Year Certified Forward Encumbrances - JCCs**

Per statewide financial reporting requirements, the adjustment of (\$66,079) is necessary to record the FY 2015-16 certified forward encumbrances for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

**10 Rounding - To Balance with June 30, 2017 Unreserved Fund Balance - DOAH**

The adjustment of \$2 is necessary to balance with the June 30, 2016 unreserved fund balance for the Adjudication of Disputes Program.

**11 Rounding - To Balance with June 30, 2017 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 2017-18**

**08 Record September 30, 2017 Operating Reversions - DOAH**

Per FY 2018-19 Legislative Budget Request instructions, this adjustment is necessary to record the September 30, 2017 operating reversions for the Adjudication of Disputes program.

**09 Record September 30, 2017 Operating Reversions - JCCs**

Per FY 2018-19 Legislative Budget Request instructions, this adjustment is necessary to record the September 30, 2017 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 2017-18**

**Lines 1 – 28: 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 2017-18 General Appropriations Act (Chapter 2017-070, Laws of Florida) and total \$7,330,483.

**Line 29: 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 \$14,084 was based on average revenue received over the past five years.

**Line 30: 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 \$18,563,155 and covers the operating and nonoperating costs of this program, calculated as follows:

\$17,905,430	Operating budget
+ 657,725	Nonoperating general management and administrative assessment
\$18,563,155	Total estimated transfer from the Department of Financial Services
=====	

**Line 31: Sale of Goods and Services to State Agencies – Adjudication of Disputes**

The estimate of \$1,958 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 2018-19.

**Line 33: Sale of Services - Outside State - Adjudication of Disputes**

The estimate of \$4,685 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on collections from the prior fiscal year.

**Line 34: Sale of Services - Outside State - Workers' Compensation Appeals**

The estimate of \$22,613 represents revenue from nonstate entities for the preparation of records on appeal. Since caseloads are expected to remain consistent, this amount is based on the collections in the prior fiscal year.

**Line 35: 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 36: 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 37: Tenant Broker Commission – Workers' Compensation Appeals**

The tenant broker commission totaling \$2,879 was received and paid in FY 2017-18 (Budget amendment EOG# 7022).

**Line 38: Reimbursements – Adjudication of Disputes**

The estimate of \$542,750 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 2017-18.

**Line 39: Reimbursements – Workers' Compensation Appeals**

The estimate of \$2,077 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 40: Fees – Adjudication of Disputes**

Fees collected by the Adjudication of Disputes program include fees related to the Neurological Injury Compensation Act (\$15 per case) and the Florida Construction Materials Mining Activities Administrative Recovery Act (a person may initiate an administrative proceedings to recover damages resulting from the use of explosives in connection with construction materials mining activities by filing a petition with DOAH on a form provided by the division and accompanied by a filing fee of \$100 within 180 days after the occurrence of the alleged damage). The estimate of \$690 is based on collections from the prior fiscal year.

**Line 41: Donations – Adjudication of Disputes**

In FY 2016-17, an administrative law judge received a gift of \$500 from the National Association of Administrative Law Judiciary, and therefore donated it to the Division. This collection of \$500 was an unusual receipt and is therefore not included in future revenue estimates.

**Line 42: Settlements – Workers' Compensation Appeals**

In FY 2016-17, the Workers' Compensation Appeals program received a payment for an insured shipment which was lost in transit. This collection of \$336 was an unusual receipt and is therefore not included in future revenue estimates.

**Line 43: Other Receipts – Adjudication of Disputes**

In FY 2016-17, the Adjudication of Disputes program received \$673 in automated clearing house (ACH) payments in error. These funds were refunded to the sender and are not included in future revenue estimates.

**Line 44: Other Receipts – Workers’ Compensation Appeals**

In FY 2016-17, the Workers’ Compensation Appeals program received \$529 in automated clearing house (ACH) payments in error. These funds were refunded to the sender and are not included in future revenue estimates.

**Line 45: Interest on Investments - Adjudication of Disputes**

In FY 2016-17, interest earnings totaling \$150,072 represent .8827% 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 \$17,109,250 will be invested in FY 2017-18, earning \$151,037, or .8827%. This program’s share of these earnings is estimated at \$44,776 and represents .26% of the total funds invested.

**Line 46: Interest on Investments – Workers’ Compensation Appeals**

In FY 2016-17, interest earnings totaling \$150,072 represent .8827% 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 \$17,109,250 will be invested in FY 2017-18, earning \$151,037, or .8827%. This program’s share of these earnings is estimated at \$106,261 and represents .62% of the total funds invested.

**COLUMN A03: AGENCY REQUEST – FY 2018-19**

**Lines 1 – 28: 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 2016-17. The total amount prorated among the agencies is \$7,394,789 and is calculated as follows:

\$8,535,930	Total FY 2018-19 Legislative Budget Request
( 550,083)	Less: Estimated Revenue from Fees, Nonstate and State Contract Entities
( 677,393)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers’ Compensation Appeals Program
( 14,084)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 100,419	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$7,394,789	Total Amount Prorated Among State Agencies
=====	

**Line 29: 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 \$14,084 was based on average revenue received over the past five years.

**Line 30: 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 \$18,647,192 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:

\$17,969,799	Operating budget
+ 677,393	Nonoperating general management and administrative assessment
\$18,647,192	Total estimated transfer from the Department of Financial Services
=====	

**Line 31: Sale of Goods and Services to State Agencies – Adjudication of Disputes**

The estimate of \$1,958 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 2018-19.

**Line 33: Sale of Services - Outside State - Adjudication of Disputes**

The estimate of \$4,685 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on collections from the prior fiscal year.

**Line 34: Sale of Services - Outside State - Workers' Compensation Appeals**

The estimate of \$22,613 represents revenue from nonstate entities for the preparation of records on appeal. for the preparation of records on appeal. Since caseloads are expected to remain consistent, this amount is based on the collections in the prior fiscal year.

**Line 35: 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 36: 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 37: Tenant Broker Commission – Workers’ Compensation Appeals**

The tenant broker commission totaling \$2,879 received and paid in FY 2017-18 was nonrecurring and thus was not carried forward.

**Line 38: Reimbursements – Adjudication of Disputes**

The estimate of \$542,750 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 2017-18.

**Line 39: Reimbursements – Workers’ Compensation Appeals**

The estimate of \$2,077 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 40: Fees – Adjudication of Disputes**

Fees collected by the Adjudication of Disputes program include fees related to the Neurological Injury Compensation Act (\$15 per case) and the Florida Construction Materials Mining Activities Administrative Recovery Act (a person may initiate an administrative proceedings to recover damages resulting from the use of explosives in connection with construction materials mining activities by filing a petition with DOAH on a form provided by the division and accompanied by a filing fee of \$100 within 180 days after the occurrence of the alleged damage). The estimate of \$690 is based on collections from the prior fiscal year.

**Line 41: Donations – Adjudication of Disputes**

In FY 2016-17, an administrative law judge received a gift of \$500 from the National Association of Administrative Law Judiciary, and therefore donated it to the Division. This collection of \$500 was an unusual receipt and is therefore not included in future revenue estimates.

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In FY 2016-17, the Workers’ Compensation Appeals program received a payment for an insured shipment which was lost in transit. This collection of \$336 was an unusual receipt and is therefore not included in future revenue estimates.

**Line 43: Other Receipts – Adjudication of Disputes**

In FY 2016-17, the Adjudication of Disputes program received \$673 in automated clearing house (ACH) payments in error. These funds were refunded to the sender and are not included in future revenue estimates.

**Line 44: Other Receipts – Workers’ Compensation Appeals**

In FY 2016-17, the Workers’ Compensation Appeals program received \$529 in automated clearing house (ACH) payments in error. These funds were refunded to the sender and are not included in future revenue estimates.

**Line 45: Interest on Investments - Adjudication of Disputes**

In FY 2016-17, interest earnings totaling \$150,072 represent .8827% 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 \$17,335,078 will be invested in FY 2018-19, earning \$153,030, or .8827%. This program’s share of these earnings is estimated at \$45,513 and represents .26% of the total funds invested.

**Line 46: Interest on Investments – Workers’ Compensation Appeals**

In FY 2016-17, interest earnings totaling \$150,072 represent .8827% 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 \$17,335,078 will be invested in FY 2018-19, earning \$153,030, or .8827%. This program’s share of these earnings is estimated at \$107,518 and represents .62% of the total funds invested.

6/30/2017

HEARING HOURS HELD REPORT  
FY 2016-2017  
For the Period 07/01/16 through 6/30/2017

AGENCY	PREHEARING CONFERENCE	MOTION HEARING	FINAL HEARING	TOTAL HOURS	% OF TOTAL HOURS	PRORATED AMOUNT OF FY 2018-19 LBR
AGR	0.25	0.25	13.00	13.50	0.33549%	\$24,809
AHCA	6.75	12.25	366.50	385.50	9.58002%	\$708,422
APD	0.50	0.25	53.75	54.50	1.35437%	\$100,153
CIT	0.00	0.00	0.00	0.00	0.00000%	\$0
COR	0.25	0.00	6.25	6.50	0.16153%	\$11,945
DBPR	3.00	2.50	56.50	62.00	1.54076%	\$113,936
DCF	2.00	2.00	127.50	131.50	3.26789%	\$241,654
DEO	3.25	0.00	10.25	13.50	0.33549%	\$24,809
DEP	3.00	0.25	28.25	31.50	0.78280%	\$57,887
DFS	4.25	7.75	105.00	117.00	2.90755%	\$215,007
DLA	0.00	0.00	0.00	0.00	0.00000%	\$0
DLE	0.00	0.00	0.00	0.00	0.00000%	\$0
DMA	0.00	0.00	0.00	0.00	0.00000%	\$0
DMS	17.25	12.75	327.75	357.75	8.89041%	\$657,427
DOE	5.00	5.75	123.50	134.25	3.33623%	\$246,707
DOH	4.75	12.75	313.25	330.75	8.21943%	\$607,810
DOS	0.00	0.25	0.00	0.25	0.00621%	\$459
DOT	1.50	3.00	73.50	78.00	1.93837%	\$143,338
ELDER	0.00	0.00	0.00	0.00	0.00000%	\$0
ETH	0.75	0.25	42.00	43.00	1.06859%	\$79,020
FEC	0.25	0.00	10.00	10.25	0.25472%	\$18,836
FWCC	0.25	0.00	0.00	0.25	0.00621%	\$459
GOV	0.00	0.00	1.00	1.00	0.02485%	\$1,838
HSM	3.75	0.25	3.50	7.50	0.18638%	\$13,783
JUV	0.00	0.00	4.50	4.50	0.11183%	\$8,269
LOT	1.00	0.75	0.00	1.75	0.04349%	\$3,216
PSC	0.00	0.00	0.00	0.00	0.00000%	\$0
REV	0.50	3.00	2235.75	2239.25	55.64737%	\$4,115,005
VET	0.00	0.00	0.00	0.00	0.00000%	\$0
<b>TOTAL:</b>	<b>58.25</b>	<b>64.00</b>	<b>3901.75</b>	<b>4024.00</b>	<b>100.00000%</b>	<b>\$7,394,789</b>

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 2018-19 Legislative Budget Request totaling \$8,535,930 was adjusted to reflect estimated revenue of \$550,083 from contract entities, payment of \$677,393 from the Workers' Compensation Appeals Program for general management and administrative services costs, estimated revenue of \$14,084 from cases filed pursuant to Chapter 403, Florida Statutes, and the estimated nonoperating cost of \$100,419 for state agency video conferencing 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 2018-19 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2017-18:	\$26,635,721
Less Assessments from State Agencies for Administrative Law Judge Services	(7,346,525)
Less Assessments from Outside Entities for Administrative Law Judge Services	( 547,435)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	( 104,443)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	( 79,333)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	( 145,000)
Less Nonoperating Assessments on Investments	( 11,934)
Less Nonoperating Service Charge to General Revenue	<u>( 14,322)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$18,383,850</u>
 Multiplied by 5%	 <u>X           .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 919,192</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 \$919,192 is applied to the Workers' Compensation Appeals program.

This reserve of \$919,192 will reduce the June 30, 2019 available cash balance to \$632,489 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2018-19, 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 2016-17, FY 2017-18, or FY 2018-19.



**Executive Office of the Governor  
 Inter-Agency Transfers Reported on Schedule I  
 Agency Name Division of Administrative Hearings**

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 :** Operating Trut Fund 729700 20 2 510150

<b>Transfers In</b> <i>(Provide Agency and Fund Number Received From)</i>	<b>Transfer In Revenue Category</b>	<b>Amount</b> <b>FY 16-17 (A01)</b>	<b>Amount</b> <b>FY 17-18 (A02)</b>	<b>Amount</b> <b>FY 18-19 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
	Department of Financial Services Fund Number 430000 20 2 795003	001500	18,224,407.00	18,563,155.00	18,647,192.00	
<b>Transfers Out (Operating and Non-Operating)</b> <i>(Provide Agency and Fund Number Transferred To)</i>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
Department of Financial Services Fund Number 430000 20 2 795003	180600	270,258.00	137,417.00		001500	

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2018 - 2019

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

	Balance as of 6/30/2017		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$1,442,901.65	(A)			\$1,442,901.65
ADD: Other Cash (See Instructions)	\$4,172.00	(B)			\$4,172.00
ADD: Investments	\$1,577,370.37	(C)			\$1,577,370.37
ADD: Outstanding Accounts Receivable	\$117,357.59	(D)	\$0.00		\$117,357.59
ADD:	\$0.00	(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$3,141,801.61	(F)	\$0.00		\$3,141,801.61
LESS Allowances for Uncollectibles	\$0.00	(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$142,719.07)	(H)			(\$142,719.07)
Approved "B" Certified Forwards	(\$260,340.95)	(H)			(\$260,340.95)
Approved "FCO" Certified Forwards	\$0.00	(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$2,694.21)	(I)			(\$2,694.21)
LESS: _____	\$0.00	(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/17</b>	\$2,736,047.38	(K)	\$0.00		\$2,736,047.38 **

**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: 2018 - 2019**

**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, 07/01/17**

Total all GLC's 5XXXX for governmental funds; (2,980,426.17) (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 260,340.95 (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 (15,962.16) (D)

Non-C/F Accounts Payable 0.00 (D)

0.00 (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** (2,736,047.38) (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 2,736,047.38 (F)

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

**\*SHOULD EQUAL ZERO.**