

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	2,043,411.56
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	1,248,485.12
15100	ACCOUNTS RECEIVABLE	
001800	REFUNDS	4,809.30
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	3,786.02
15700	FEES RECEIVABLE	
001801	REIMBURSEMENTS	259.85
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	171.50
	** GL 15700 TOTAL	431.35
16300	DUE FROM OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	1,361.93
001500	TRANSFERS	0.00
	** GL 16300 TOTAL	1,361.93
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001801	REIMBURSEMENTS	64,340.75
16700	DUE FROM COMPONENT UNIT/PRIMARY	
001801	REIMBURSEMENTS	8,852.94
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	9,947.85-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	72,518.15-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	1,786.36-
	** GL 31100 TOTAL	84,252.36-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	9,632.71-
	** GL 32100 TOTAL	9,632.71-

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	22,472.00-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	574.00-
103884	CONTRACTED LEGAL SERVICES	515.55-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	238.18-
	** GL 35300 TOTAL	23,799.73-
35400	DUE TO FEDERAL GOVERNMENT	
040000	EXPENSES	0.00
040000	CF EXPENSES	24.70-
	** GL 35400 TOTAL	24.70-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	2,060.44-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	5,693.52
010000	SALARIES AND BENEFITS	18,823.79-
	** GL 38600 TOTAL	13,130.27-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	3,242,578.76-
94100	ENCUMBRANCES	
040000	CF EXPENSES	132,651.92
060000	CF OPERATING CAPITAL OUTLAY	30,155.68
100777	CF CONTRACTED SERVICES	99,154.13
105281	CF LEASE/PURCHASE/EQUIPMENT	2,317.16
	** GL 94100 TOTAL	264,278.89
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	132,651.92-
060000	CF OPERATING CAPITAL OUTLAY	30,155.68-
100777	CF CONTRACTED SERVICES	99,154.13-
105281	CF LEASE/PURCHASE/EQUIPMENT	2,317.16-
	** GL 98100 TOTAL	264,278.89-
	*** 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 2019-2020
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	Director of Administration	2842	Mustain, L	\$ 95,000	\$ 49,684	\$ 144,684	\$ 6,469	\$ -	\$ 151,153	\$ 48,369	\$ 102,784
Administration	Admin Assist II-SES	3151	Berg, H	\$ 45,000	\$ 26,699	\$ 71,699	\$ 5,486	\$ -	\$ 77,185	\$ 24,699	\$ 52,486
Administration	Admin Asst I-SES	2805	Atkinson, A	\$ 30,800	\$ 18,161	\$ 48,961	\$ 5,486	\$ -	\$ 54,447	\$ 17,423	\$ 37,024
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 131,409	\$ 61,057	\$ 192,466	\$ 6,469	\$ -	\$ 198,935	\$ 63,659	\$ 135,276
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 55,520	\$ 28,377	\$ 83,897	\$ 6,469	\$ -	\$ 90,366	\$ 67,775	\$ 22,592 *
Finance & Acct	Op & Mgmt Consultant II SES	3143	Larson, M	\$ 45,000	\$ 26,699	\$ 71,699	\$ 5,486	\$ -	\$ 77,185	\$ 24,699	\$ 52,486
Finance & Acct	Admin Assist I	2816	Devall, A	\$ 28,800	\$ 13,156	\$ 41,956	\$ 5,486	\$ -	\$ 47,442	\$ 15,181	\$ 32,261
Finance & Acct	Accounting Svcs Admin	2741	Hockman, J	\$ 60,200	\$ 9,646	\$ 69,846	\$ 6,469	\$ -	\$ 76,315	\$ 24,421	\$ 51,894
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 72,500	\$ 15,790	\$ 88,290	\$ 6,469	\$ -	\$ 94,759	\$ 25,585	\$ 69,174 *
Information Tech	Data Base Admin-SES	2845	Brown, S	\$ 87,200	\$ 38,461	\$ 125,661	\$ 6,469	\$ -	\$ 132,130	\$ 42,282	\$ 89,848
Information Tech	Dist Comp Sys Analyst-SES	3412	Rioux, S	\$ 44,470	\$ 26,614	\$ 71,084	\$ 6,469	\$ -	\$ 77,553	\$ 38,777	\$ 38,777 *
Information Tech	Sys Programmer I	2654	Russell, J	\$ 57,062	\$ 26,799	\$ 83,861	\$ 6,469	\$ -	\$ 90,330	\$ 45,165	\$ 45,165 *
Planning & Budget	Budget Officer	2801	Ardoin, C	\$ 77,000	\$ 31,803	\$ 108,803	\$ 6,469	\$ -	\$ 115,272	\$ 36,887	\$ 78,385
Procurement	Purchasing Specialist-SES	2434	Pla, G	\$ 51,200	\$ 17,949	\$ 69,149	\$ 6,469	\$ -	\$ 75,618	\$ 24,198	\$ 51,420
General Revenue Service Charge									\$ 17,798	\$ 4,752	\$ 13,046
Assessments on Investments									\$ 12,330	\$ 2,959	\$ 9,371
DOAH TOTALS				\$ 881,161	\$ 390,895	\$ 1,272,056	\$ 86,634	\$ -	\$ 1,388,818	\$ 506,830	\$ 881,988

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	\$ 43,700	\$ 18,248	\$ 61,948	\$ 5,486	\$ -	\$ 67,434	\$ 45,855	\$ 21,579
Administration	Admin Assist II-SES	3416	Copper, K	\$ 41,600	\$ 26,156	\$ 67,756	\$ 5,486	\$ -	\$ 73,242	\$ 49,805	\$ 23,437
Finance & Acct	Accountant III - SES	3408	Faed, Lula	\$ 39,107	\$ 14,994	\$ 54,101	\$ 6,469	\$ -	\$ 60,570	\$ 41,188	\$ 19,382
Information Tech	Staff Asst	3463	Ferrara, A	\$ 26,781	\$ 21,982	\$ 48,763	\$ 5,486	\$ -	\$ 54,249	\$ 27,125	\$ 27,125 *
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 63,429	\$ 18,873	\$ 82,302	\$ 6,469	\$ -	\$ 88,771	\$ 44,386	\$ 44,386 *
Procurement	Admin Assist II	3406	DeCambra, Al	\$ 36,400	\$ 14,048	\$ 50,448	\$ 5,486	\$ -	\$ 55,934	\$ 38,035	\$ 17,899
Procurement	Admin Assist II	3425	Roberts, R	\$ 44,000	\$ 24,721	\$ 68,721	\$ 5,486	\$ -	\$ 74,207	\$ 50,461	\$ 23,746
OJCC TOTALS				\$ 295,017	\$ 139,022	\$ 434,039	\$ 40,368	\$ -	\$ 474,407	\$ 296,854	\$ 177,553

TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC **\$ 704,435**

* 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 2019-20 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR - FY 2017-18

01 September 30, 2017 Operating Reversions - DOAH

Per FY 2019-20 Legislative Budget Request instructions, the adjustment of \$15,464 is necessary to include September 30, 2017 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

02 September 30, 2017 Operating Reversions - JCCs

Per FY 2019-20 Legislative Budget Request instructions, the adjustment of \$81,104 is necessary to include September 30, 2017 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 \$15,962 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 Certified Forward Encumbrances - DOAH

Per statewide financial reporting requirements, the adjustment of (\$93,383) is necessary to record the FY 2016-17 certified forward encumbrances for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

05 Prior-Year Certified Forward Encumbrances - JCCs

Per statewide financial reporting requirements, the adjustment of (\$93,383) is necessary to record the FY 2016-17 certified forward encumbrances for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

08 Rounding - To Balance with June 30, 2018 Unreserved Fund Balance - DOAH

The adjustment of \$8 is necessary to balance with the June 30, 2018 unreserved fund balance for the Adjudication of Disputes Program.

09 Rounding - To Balance with June 30, 2018 Unreserved Fund Balance - JCCs

The adjustment of \$6 is necessary to balance with the June 30, 2018 unreserved fund balance for the Workers' Compensation Appeals Program.

COLUMN A02: CURRENT YEAR ESTIMATED - FY 2018-19

06 Record September 30, 2018 Operating Reversions - DOAH

Per FY 2019-20 Legislative Budget Request instructions, this adjustment is necessary to record the September 30, 2018 operating reversions for the Adjudication of Disputes program.

07 Record September 30, 2018 Operating Reversions - JCCs

Per FY 2019-20 Legislative Budget Request instructions, this adjustment is necessary to record the September 30, 2018 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 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 (DOAH) to support the Adjudication of Disputes Program. These transfers are appropriated in the FY 2018-19 General Appropriations Act (Chapter 2018-009, Laws of Florida) and total \$7,394,789.

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 \$15,100 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 \$18,771,180 and covers the operating and nonoperating costs of this program, calculated as follows:

\$18,093,787	Operating budget
+ 677,393	Nonoperating general management and administrative assessment
\$18,771,180	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 \$448 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 32: Sale of Services - Outside State - Adjudication of Disputes

The estimate of \$4,460 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on average collections from the prior three fiscal years.

Line 33: Sale of Services - Outside State - Workers' Compensation Appeals

The estimate of \$33,289 represents revenue from nonstate entities for the preparation of records on appeal. Since caseloads are expected to remain consistent, this amount is based on average collections from the prior five fiscal years.

Line 34: 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 35: 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 36: Tenant Broker Commission – Workers' Compensation Appeals

The tenant broker commission totaling \$15,457 were received and paid in FY 2017-18 (EOG Budget Amendments B0079, B0148 and B0567).

Line 37: Reimbursements – Adjudication of Disputes

The estimate of \$522,917 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 five fiscal years as well as collections during the first quarter of FY 2018-19.

Line 38: Reimbursements – Workers' Compensation Appeals

The estimate of \$1,947 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is based on average collections from the prior five fiscal years.

Line 39: 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 \$700 is based on average collections from the prior two fiscal years.

Line 40: Fees – Workers' Compensation Appeals

A garnishment fee was collected by the Workers' Compensation Appeals program in FY 2017-18. This was an unusual receipt and therefore was not projected in future fiscal years.

Line 41: Donations – Adjudication of Disputes

In FY 2017-18, 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: Other Receipts – Workers' Compensation Appeals

In FY 2017-18, the Workers' Compensation Appeals program received a \$3 in error. These funds were refunded to the sender and are not included in future revenue estimates.

Line 43: Interest on Investments - Adjudication of Disputes

In FY 2017-18, interest earnings totaling \$182,324 represent 1.0725% 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 \$17,158,745 will be invested in FY 2018-19, earning \$184,027, or 1.0725%. This program’s share of these earnings is estimated at \$54,237 and represents .316% of the total funds invested.

Line 44: Interest on Investments – Workers’ Compensation Appeals

In FY 2017-18, interest earnings totaling \$182,324 represent 1.0725% 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 \$17,158,745 will be invested in FY 2018-19, earning \$184,027, or 1.0725%. This program’s share of these earnings is estimated at \$129,790 and represents .76% of the total funds invested.

COLUMN A03: AGENCY REQUEST – FY 2019-20

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 2017-18. The total amount prorated among the agencies is \$7,458,401 and is calculated as follows:

\$8,610,153	Total FY 2019-20 Legislative Budget Request
(528,525)	Less: Estimated Revenue from Fees, Nonstate and State Contract Entities
(704,435)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers’ Compensation Appeals Program
(15,100)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 96,308	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$7,458,401	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 \$15,100 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 \$20,108,147 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:

\$19,403,712	Operating budget
+ 704,435	Nonoperating general management and administrative assessment
\$20,108,147	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 \$448 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 2019-20.

Line 32: Sale of Services - Outside State - Adjudication of Disputes

The estimate of \$4,460 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on average collections from the prior three fiscal years.

Line 33: Sale of Services - Outside State - Workers' Compensation Appeals

The estimate of \$33,289 represents revenue from nonstate entities for the preparation of records on appeal. Since caseloads are expected to remain consistent, this amount is based on average collections from the prior five fiscal years.

Line 34: 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 35: 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 36: Tenant Broker Commission – Workers' Compensation Appeals

Tenant broker commissions totaling \$158,508 are expected to be received and paid in FY 2018-19. These are nonrecurring and thus was not carried forward.

Line 37: Reimbursements – Adjudication of Disputes

The estimate of \$522,917 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 five fiscal years as well as collections during the first quarter of FY 2018-19.

Line 38: Reimbursements – Workers' Compensation Appeals

The estimate of \$1,947 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is based on average collections from the prior five fiscal years.

Line 39: 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 \$700 is based on average collections from the prior two fiscal years.

Line 40: Fees – Workers’ Compensation Appeals

Fees collected by this program were for an employee garnishment fee. This was an unusual receipt and is therefore not included in future revenue estimates.

Line 41: Donations – Adjudication of Disputes

In FY 2017-18, 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: Other Receipts – Workers’ Compensation Appeals

In FY 2017-18, the Workers’ Compensation Appeals program received a \$3 in error. These funds were refunded to the sender and are not included in future revenue estimates.

Line 43: Interest on Investments - Adjudication of Disputes

In FY 2017-18, interest earnings totaling \$182,324 represent 1.0725% 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 \$18,185,061 will be invested in FY 2019-20, earning \$195,034, or 1.0725%. This program’s share of these earnings is estimated at \$55,139 and represents .303% of the total funds invested.

Line 44: Interest on Investments – Workers’ Compensation Appeals

In FY 2017-18, interest earnings totaling \$182,324 represent 1.0725% 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 \$18,185,061 will be invested in FY 2019-20, earning \$195,034, or 1.0725%. This program’s share of these earnings is estimated at \$139,895 and represents .77% of the total funds invested.

6/30/2018

HEARING HOURS HELD REPORT
FY 2017-2018
For the Period 07/01/17 through 6/30/2018

AGENCY	PREHEARING CONFERENCE	MOTION HEARING	FINAL HEARING	TOTAL HOURS	% OF TOTAL HOURS	PRORATED AMOUNT OF FY 2019-20 LBR
AGR	0.50	0.00	3.00	3.50	0.08596%	\$6,411
AHCA	11.25	10.00	807.50	828.75	20.35491%	\$1,518,151
APD	1.25	0.00	56.00	57.25	1.40612%	\$104,874
CIT	0.00	0.00	0.00	0.00	0.00000%	\$0
COR	0.75	0.00	10.25	11.00	0.27017%	\$20,150
DBPR	2.75	3.75	55.25	61.75	1.51664%	\$113,117
DCF	5.25	5.25	113.50	124.00	3.04556%	\$227,150
DEO	2.50	1.50	35.00	39.00	0.95788%	\$71,442
DEP	4.00	2.25	121.00	127.25	3.12538%	\$233,104
DFS	4.75	5.00	137.75	147.50	3.62274%	\$270,199
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	9.00	6.75	323.50	339.25	8.33231%	\$621,457
DOE	3.25	4.75	108.75	116.75	2.86749%	\$213,869
DOH	5.00	10.50	161.50	177.00	4.34729%	\$324,238
DOS	0.00	0.00	0.00	0.00	0.00000%	\$0
DOT	1.00	2.25	84.75	88.00	2.16137%	\$161,203
ELDER	1.00	0.50	35.25	36.75	0.90262%	\$67,321
ETH	0.00	0.00	8.75	8.75	0.21491%	\$16,029
FEC	0.00	1.00	2.50	3.50	0.08596%	\$6,411
FWCC	1.00	1.25	41.25	43.50	1.06840%	\$79,686
GOV	0.00	0.00	3.00	3.00	0.07368%	\$5,496
HSM	2.00	2.00	28.25	32.25	0.79209%	\$59,077
JUV	0.00	0.00	3.25	3.25	0.07982%	\$5,954
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	0.75	2.00	1816.75	1819.50	44.68869%	\$3,333,062
VET	0.00	0.00	0.00	0.00	0.00000%	\$0
TOTAL:	56.00	58.75	3956.75	4071.50	100.00000%	\$7,458,401

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 2019-20 Legislative Budget Request totaling \$8,610,153 was adjusted to reflect estimated revenue of \$528,525 from contract entities, payment of \$704,435 from the Workers' Compensation Appeals Program for general management and administrative services costs, estimated revenue of \$15,100 from cases filed pursuant to Chapter 403, Florida Statutes, and the estimated nonoperating cost of \$96,308 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 2019-20 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2018-19:	\$27,087,365
Less Assessments from State Agencies for Administrative Law Judge Services	(7,394,789)
Less Assessments from Outside Entities for Administrative Law Judge Services	(522,917)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	(101,158)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	(78,797)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	(145,000)
Less Nonoperating Assessments on Investments	(12,330)
Less Nonoperating Service Charge to General Revenue	<u>(17,798)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$18,793,868</u>
 Multiplied by 5%	 <u>X .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 939,693</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 \$939,693 is applied to the Workers' Compensation Appeals program.

This reserve of \$939,693 will reduce the June 30, 2020 available cash balance to \$751,900 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2019-20, 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 2017-18, FY 2018-19, or FY 2019-20.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2019 - 2020

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 6/30/2018		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$2,043,411.56	(A)		\$2,043,411.56
ADD: Other Cash (See Instructions)	\$0.00	(B)		\$0.00
ADD: Investments	\$1,248,485.12	(C)		\$1,248,485.12
ADD: Outstanding Accounts Receivable	\$83,582.29	(D)	\$0.00	\$83,582.29
ADD:	\$0.00	(E)		\$0.00
Total Cash plus Accounts Receivable	\$3,375,478.97	(F)	\$0.00	\$3,375,478.97
LESS Allowances for Uncollectibles	\$0.00	(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$116,955.77)	(H)		(\$116,955.77)
Approved "B" Certified Forwards	(\$264,278.89)	(H)		(\$264,278.89)
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$2,298.62)	(I)		(\$2,298.62)
LESS: _____	\$0.00	(J)		\$0.00
Unreserved Fund Balance, 07/01/18	\$2,991,945.69	(K)	\$0.00	\$2,991,945.69 **

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: 2019 - 2020

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, 07/01/18

Total all GLC's 5XXXX for governmental funds; (3,242,578.76) (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 264,278.89 (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 (13,130.27) (D)

Non-C/F Accounts Payable (515.55) (D)

0.00 (D)

ADJUSTED BEGINNING TRIAL BALANCE: (2,991,945.69) (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 2,991,945.69 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**