

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	255,613.64
12400	CASH IN STATE TREASURY UNVERIFIED	
000000	BALANCE BROUGHT FORWARD	38.25
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	2,979,878.91
15100	ACCOUNTS RECEIVABLE	
001800	REFUNDS	4,809.30
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500	INTEREST	8,575.55
15700	FEES RECEIVABLE	
001801	REIMBURSEMENTS	67.62
001905	SALE OF SERVICES OUTSIDE STATE GOVERNMENT	3.50
	** GL 15700 TOTAL	71.12
16300	DUE FROM OTHER DEPARTMENTS	
001500	TRANSFERS	0.00
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
001801	REIMBURSEMENTS	90,137.68
16700	DUE FROM COMPONENT UNIT/PRIMARY	
001801	REIMBURSEMENTS	6,827.27
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	17,219.88-
060000	OPERATING CAPITAL OUTLAY	0.00
060000	CF OPERATING CAPITAL OUTLAY	11,378.33-
100777	CONTRACTED SERVICES	165.76
100777	CF CONTRACTED SERVICES	69,074.98-
105281	LEASE/PURCHASE/EQUIPMENT	0.00
105281	CF LEASE/PURCHASE/EQUIPMENT	1,891.61-
	** GL 31100 TOTAL	99,399.04-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	14,840.98-
030000	OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	663.47-
	** GL 32100 TOTAL	15,504.45-

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	14,355.91-
100777		CONTRACTED SERVICES	165.76-
100777	CF	CONTRACTED SERVICES	1,410.25-
310403		ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	297.98-
		** GL 35300 TOTAL	16,229.90-
35600	DUE TO GENERAL REVENUE		
310322		SERVICE CHARGE TO GEN REV	4,173.65-
38600	CURRENT COMPENSATED ABSENCES LIABILITY		
000000		BALANCE BROUGHT FORWARD	3,472.83
010000		SALARIES AND BENEFITS	18,823.79-
		** GL 38600 TOTAL	15,350.96-
54900	COMMITTED FUND BALANCE		
000000		BALANCE BROUGHT FORWARD	3,195,293.72-
94100	ENCUMBRANCES		
040000	CF	EXPENSES	14,319.79
060000	CF	OPERATING CAPITAL OUTLAY	13,184.00
100777	CF	CONTRACTED SERVICES	22,829.11
103884	CF	CONTRACTED LEGAL SERVICES	500.00
105281	CF	LEASE/PURCHASE/EQUIPMENT	1,926.92
		** GL 94100 TOTAL	52,759.82
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE		
040000	CF	EXPENSES	14,319.79-
060000	CF	OPERATING CAPITAL OUTLAY	13,184.00-
100777	CF	CONTRACTED SERVICES	22,829.11-
103884	CF	CONTRACTED LEGAL SERVICES	500.00-
105281	CF	LEASE/PURCHASE/EQUIPMENT	1,926.92-
		** GL 98100 TOTAL	52,759.82-
		*** 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 2020-2021
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	\$ 51,761	\$ 146,761	\$ 6,334	\$ -	\$ 153,095	\$ 48,990	\$ 104,105
Administration	Admin Assist II-SES	3151	Berg, H	\$ 45,000	\$ 27,588	\$ 72,588	\$ 5,486	\$ -	\$ 78,074	\$ 24,984	\$ 53,090
Administration	Admin Asst I-SES	2805	Devall, A	\$ 31,200	\$ 14,152	\$ 45,352	\$ 5,486	\$ -	\$ 50,838	\$ 16,268	\$ 34,570
Administration	Op & Mgmt Consultant II SES	3143	Wolmers, G	\$ 40,000	\$ 15,573	\$ 55,573	\$ 5,486	\$ -	\$ 61,059	\$ 19,539	\$ 41,520
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 131,409	\$ 63,812	\$ 195,221	\$ 6,334	\$ -	\$ 201,555	\$ 64,498	\$ 137,057
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 55,520	\$ 29,288	\$ 84,808	\$ 6,334	\$ -	\$ 91,142	\$ 68,357	\$ 22,786 *
Finance & Acct	Accountant II	2816	Atkinson, A	\$ 33,600	\$ 14,025	\$ 47,625	\$ 5,486	\$ -	\$ 53,111	\$ 16,996	\$ 36,115
Finance & Acct	Accounting Svcs Admin	2741	Alcala, I	\$ 55,000	\$ 17,998	\$ 72,998	\$ 6,334	\$ -	\$ 79,332	\$ 25,386	\$ 53,946
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 72,500	\$ 36,475	\$ 108,975	\$ 6,334	\$ -	\$ 115,309	\$ 31,133	\$ 84,176 *
Information Tech	Data Base Admin-SES	2845	Russell, J	\$ 70,000	\$ 26,024	\$ 96,024	\$ 6,334	\$ -	\$ 102,358	\$ 32,755	\$ 69,603
Information Tech	Dist Comp Sys Analyst-SES	3412	Rioux, S	\$ 44,470	\$ 27,502	\$ 71,972	\$ 6,334	\$ -	\$ 78,306	\$ 39,153	\$ 39,153 *
Information Tech	Sys Programmer I	2654	Vacant	\$ 57,062	\$ 27,713	\$ 84,775	\$ 6,334	\$ -	\$ 91,109	\$ 45,555	\$ 45,555 *
Planning & Budget	Budget Officer	2801	Ardoin, C	\$ 80,600	\$ 33,341	\$ 113,941	\$ 6,334	\$ -	\$ 120,275	\$ 38,488	\$ 81,787
Procurement	Purchasing Specialist-SES	2434	Pla, G	\$ 51,200	\$ 18,454	\$ 69,654	\$ 6,334	\$ -	\$ 75,988	\$ 24,316	\$ 51,672
General Revenue Service Charge									\$ 22,955	\$ 6,308	\$ 16,647
Assessments on Investments									\$ 13,285	\$ 3,188	\$ 10,096
DOAH TOTALS				\$ 862,561	\$ 403,706	\$ 1,266,267	\$ 85,284	\$ -	\$ 1,387,791	\$ 505,913	\$ 881,877

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	\$ 18,850	\$ 62,550	\$ 5,486	\$ -	\$ 68,036	\$ 46,264	\$ 21,772
Administration	Admin Assist II-SES	3416	Copper, K	\$ 41,600	\$ 27,038	\$ 68,638	\$ 5,486	\$ -	\$ 74,124	\$ 50,404	\$ 23,720
Finance & Acct	Accountant III - SES	3408	Fead, Lula	\$ 39,107	\$ 17,827	\$ 56,934	\$ 6,334	\$ -	\$ 63,268	\$ 43,022	\$ 20,246
Finance & Acct	Accountant I	3505	Dyal, Danielle	\$ 32,400	\$ 23,738	\$ 56,138	\$ 5,486	\$ -	\$ 61,624	\$ 41,904	\$ 19,720
Information Tech	Staff Asst	3463	Vacant	\$ 23,483	\$ 17,304	\$ 40,787	\$ 5,486	\$ -	\$ 46,273	\$ 23,137	\$ 23,137 *
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 63,429	\$ 19,359	\$ 82,788	\$ 6,334	\$ -	\$ 89,122	\$ 44,561	\$ 44,561 *
Procurement	Admin Assist II	3406	Plummer, J	\$ 40,000	\$ 13,757	\$ 53,757	\$ 5,486	\$ -	\$ 59,243	\$ 40,285	\$ 18,958
Procurement	Admin Assist II	3425	Roberts, R	\$ 44,000	\$ 25,608	\$ 69,608	\$ 5,486	\$ -	\$ 75,094	\$ 51,064	\$ 24,030
OJCC TOTALS				\$ 327,719	\$ 163,481	\$ 491,200	\$ 45,584	\$ -	\$ 536,784	\$ 340,643	\$ 196,141

TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC **\$ 685,736**

* 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 2020-21 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR - FY 2018-19

01 September 30, 2018 Operating Reversions - DOAH

Per FY 2020-21 Legislative Budget Request instructions, the adjustment of \$20,358 is necessary to include September 30, 2018 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

02 September 30, 2018 Operating Reversions - JCCs

Per FY 2020-21 Legislative Budget Request instructions, the adjustment of \$96,383 is necessary to include September 30, 2018 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 \$13,130 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 (\$141,745) is necessary to record the FY 2017-18 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 (\$122,534) is necessary to record the FY 2017-18 certified forward encumbrances for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

06 Prior-Year Non-Certified Forward Payable - JCCs

Per statewide financial reporting requirements, the adjustment of \$516 is necessary to reflect the FY 2017-18 non-certified forward payable for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

07 Rounding - To Balance with June 30, 2019 Unreserved Fund Balance - DOAH

The adjustment of \$2 is necessary to balance with the June 30, 2019 unreserved fund balance for the Adjudication of Disputes Program.

08 Rounding - To Balance with June 30, 2019 Unreserved Fund Balance - JCCs

The adjustment of \$1 is necessary to balance with the June 30, 2019 unreserved fund balance 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 2019-20

Lines 1 – 29: 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 2019-20 General Appropriations Act (Chapter 2019-115, Laws of Florida) and total \$7,458,401.

Line 30: 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 \$16,610 was based on average revenue received over the past five years.

Line 31: 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 \$19,141,355 and covers the operating and nonoperating costs of this program, calculated as follows:

\$18,436,920	Operating budget
+ 704,435	Nonoperating general management and administrative assessment
\$19,141,355	Total estimated transfer from the Department of Financial Services
=====	

Line 32: Sale of Goods and Services to State Agencies – Adjudication of Disputes

The estimate of \$400 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 four fiscal years because caseload and billable hours are projected to remain relatively constant in FY 2019-20.

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

The estimate of \$4,683 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on average collections from the prior four fiscal years.

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

The estimate of \$29,537 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 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 \$172,854 were received in FY 2018-19, however none are expected to be collected in FY 2019-20.

Line 38: Reimbursements – Adjudication of Disputes

The estimate of \$517,688 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 2019-20.

Line 39: Reimbursements – Workers' Compensation Appeals

The estimate of \$1,555 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 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 \$705 is based on average collections from the prior three fiscal years.

Line 41: Interest on Investments - Adjudication of Disputes

In FY 2018-19, interest earnings totaling \$249,264 represent 1.3848% 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 \$18,198,358 will be invested in FY 2019-20, earning \$252,011 or 1.3848%. This program's share of these earnings is estimated at \$73,466 and represents .4037% of the total funds invested.

Line 42: Interest on Investments – Workers' Compensation Appeals

In FY 2018-19, interest earnings totaling \$249,264 represent 1.3848% 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 \$18,198,358 will be invested in FY 2019-20, earning \$252,011 or 1.3848%. This program's share of these earnings is estimated at \$178,545 and represents .9811% of the total funds invested.

COLUMN A03: AGENCY REQUEST – FY 2020-21

Lines 1 – 29: 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 2018-19. The total amount prorated among the agencies is \$7,544,658 and is calculated as follows:

\$8,675,106	Total FY 2020-21 Legislative Budget Request
(523,476)	Less: Estimated Revenue from Fees, Nonstate and State Contract Entities
(685,736)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers' Compensation Appeals Program
(16,610)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 95,374	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$7,544,658	Total Amount Prorated Among State Agencies
=====	

Line 30: 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 \$16,610 was based on average revenue received over the past five years.

Line 31: 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 \$19,164,524 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:

\$18,478,788	Operating budget
+ 685,736	Nonoperating general management and administrative assessment
\$19,164,524	Total estimated transfer from the Department of Financial Services
=====	

Line 32: Sale of Goods and Services to State Agencies – Adjudication of Disputes

The estimate of \$400 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 four fiscal years because caseload and billable hours are projected to remain relatively constant in FY 2020-21.

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

The estimate of \$4,683 represents revenue from nonstate entities for the preparation of records on appeal. This amount is based on average collections from the prior four fiscal years.

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

The estimate of \$29,537 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 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

Tenant broker commissions are nonrecurring and thus were not carried forward.

Line 38: Reimbursements – Adjudication of Disputes

The estimate of \$517,688 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 2019-20.

Line 39: Reimbursements – Workers' Compensation Appeals

The estimate of \$1,555 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 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 \$705 is based on average collections from the prior three fiscal years.

Line 41: Interest on Investments - Adjudication of Disputes

In FY 2018-19, interest earnings totaling \$249,264 represent 1.3848% 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 \$18,312,018 will be invested in FY 2020-21, earning \$253,585 or 1.3848%. This program's share of these earnings is estimated at \$74,741 and represents .4082% of the total funds invested.

Line 42: Interest on Investments – Workers’ Compensation Appeals

In FY 2018-19, interest earnings totaling \$249,264 represent 1.3848% 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 \$18,312,018 will be invested in FY 2020-21, earning \$253,585 or 1.3848%. This program’s share of these earnings is estimated at \$178,844 and represents .9766% of the total funds invested.

6/30/2019

HEARING HOURS HELD REPORT
FY 2018-2019
For the Period 07/01/18 through 6/30/2019

AGENCY	PREHEARING CONFERENCE	MOTION HEARING	FINAL HEARING	TOTAL HOURS	% OF TOTAL HOURS	PRORATED AMOUNT OF FY 2020-21 LBR
AGR	0.50	0.00	5.75	6.25	0.16510%	\$12,456
AHCA	17.25	15.75	540.00	573.00	15.13671%	\$1,142,013
APD	1.75	0.00	34.50	36.25	0.95760%	\$72,248
CIT	0.00	0.00	0.00	0.00	0.00000%	\$0
COR	0.25	1.00	11.75	13.00	0.34342%	\$25,909
DBPR	8.50	10.75	79.50	98.75	2.60864%	\$196,813
DCF	3.75	0.00	89.00	92.75	2.45014%	\$184,855
DEO	2.00	3.25	39.00	44.25	1.16893%	\$88,192
DEP	1.50	5.50	103.50	110.50	2.91903%	\$220,231
DFS	5.75	2.75	94.00	102.50	2.70770%	\$204,287
DLA	0.00	0.00	0.00	0.00	0.00000%	\$0
DLE	0.00	1.25	19.75	21.00	0.55475%	\$41,854
DMA	0.00	0.00	0.00	0.00	0.00000%	\$0
DMS	16.75	9.25	287.25	313.25	8.27500%	\$624,320
DOE	4.25	3.00	79.00	86.25	2.27843%	\$171,900
DOH	6.25	12.50	241.50	260.25	6.87492%	\$518,689
DOS	0.00	0.00	0.00	0.00	0.00000%	\$0
DOT	1.50	2.00	24.25	27.75	0.73306%	\$55,307
ELDER	0.00	0.25	11.50	11.75	0.31039%	\$23,419
ETH	0.00	0.00	14.50	14.50	0.38304%	\$28,899
FEC	0.00	0.00	0.00	0.00	0.00000%	\$0
FWCC	0.75	0.75	2.00	3.50	0.09246%	\$6,976
GOV	0.00	0.00	3.00	3.00	0.07925%	\$5,979
HSM	3.25	2.50	1.50	7.25	0.19152%	\$14,449
JUV	0.25	0.00	16.50	16.75	0.44248%	\$33,383
LOT	0.00	0.00	0.00	0.00	0.00000%	\$0
PSC	1.50	0.00	23.00	24.50	0.64721%	\$48,829
REV	1.25	4.00	1906.75	1912.00	50.50852%	\$3,810,695
STA	0.00	3.50	3.00	6.50	0.17171%	\$12,955
VET	0.00	0.00	0.00	0.00	0.00000%	\$0
TOTAL:	77.00	78.00	3630.50	3785.50	100.00000%	\$7,544,658

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 2020-21 Legislative Budget Request totaling \$8,675,106 was adjusted to reflect estimated revenue of \$523,476 from contract entities, payment of \$685,736 from the Workers' Compensation Appeals Program for general management and administrative services costs, estimated revenue of \$16,610 from cases filed pursuant to Chapter 403, Florida Statutes, and the estimated nonoperating cost of \$95,374 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 2020-21 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2019-20:	\$27,422,945
Less Assessments from State Agencies for Administrative Law Judge Services	(7,475,411)
Less Assessments from Outside Entities for Administrative Law Judge Services	(523,076)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	(123,502)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	(79,089)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	(145,000)
Less Nonoperating Assessments on Investments	(13,285)
Less Nonoperating Service Charge to General Revenue	<u>(22,955)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$19,040,627</u>
 Multiplied by 5%	 <u>X .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 952,031</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 \$952,031 is applied to the Workers' Compensation Appeals program.

This reserve of \$952,031 will reduce the June 30, 2021 available cash balance to \$1,106,018 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2020-21, 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 2018-19, FY 2019-20, or FY 2020-21.

**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 Trust Fund 729700 20 2 510150

Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 18-19 (A01)	Amount FY 19-20 (A02)	Amount FY 20-21 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Financial Services Fund Number 430000 20 2 795003	001500	18,771,180.00	19,141,355.00	19,164,524.00	181117	Sheila Cole 9/3/2019 (A01)
						Sarah Goodman 8/30/2019 (A02 & A03)

Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Out Expenditure Category	Amount FY 18-19 (A01)	Amount FY 19-20 (A02)	Amount FY 20-21 (A03)	Transfer In Revenue Category	Confirmed By/Date
Department of Financial Services Fund Number 430000 20 2 795003	180600	279,088.00			001500	Sheila Cole 9/3/2019

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2020 - 2021

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 6/30/2019		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$255,613.64	(A)			\$255,613.64
ADD: Other Cash (See Instructions)	\$38.25	(B)			\$38.25
ADD: Investments	\$2,979,878.91	(C)			\$2,979,878.91
ADD: Outstanding Accounts Receivable	\$110,420.92	(D)	\$0.00		\$110,420.92
ADD:	\$0.00	(E)			\$0.00
Total Cash plus Accounts Receivable	\$3,345,951.72	(F)	\$0.00		\$3,345,951.72
LESS: Allowances for Uncollectibles	\$0.00	(G)			\$0.00
LESS: Approved "A" Certified Forwards	(\$130,835.41)	(H)			(\$130,835.41)
Approved "B" Certified Forwards	(\$52,759.82)	(H)			(\$52,759.82)
Approved "FCO" Certified Forwards	\$0.00	(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$4,471.63)	(I)			(\$4,471.63)
LESS: _____	\$0.00	(J)			\$0.00
Unreserved Fund Balance, 07/01/19	\$3,157,884.86	(K)	\$0.00		\$3,157,884.86 **

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: 2020 - 2021

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, 07/01/19	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(3,195,293.72)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text" value="0.00"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	<input type="text" value="0.00"/> (C)
SWFS Adjustment # and Description	<input type="text" value="0.00"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="52,759.82"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="0.00"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="0.00"/> (D)
Current Compensated Absences Liability	<input type="text" value="(15,350.96)"/> (D)
Non-C/F Accounts Payable	<input type="text" value="0.00"/> (D)
	<input type="text" value="0.00"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="(3,157,884.86)"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="0.00"/> (F)
DIFFERENCE:	<input type="text" value="(3,157,884.86)"/> (G)*

***SHOULD EQUAL ZERO.**