

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
10 1 000227 ADMINISTRATION DEPT.-ADMINISTRATIVE HEARINGS DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
13100 000000	UNEXPENDED GENERAL REVENUE RELEASES BALANCE BROUGHT FORWARD	0.00
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	0.00
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
20 2 021006 ADMINISTRATIVE TRUST FUND ADMIN HEARINGS DIV.

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

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
20 2 510150 OPERATING TRUST FUND-DOAH

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	70,104.46
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	5,005,623.17
15100 001905	ACCOUNTS RECEIVABLE	84,406.93
15300 000500	INTEREST AND DIVIDENDS RECEIVABLE	15,396.87
16300 001500	DUE FROM OTHER DEPARTMENTS	61,712.00
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	2,412.08-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	121.11-
040000	EXPENSES	0.00
040000 CF	EXPENSES	4,895.99-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	58.26-
	** GL 31100 TOTAL	7,487.44-
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	665.04-
040000	EXPENSES	28,637.79-
040000 CF	EXPENSES	2,058.17-
100777	CONTRACTED SERVICES	8.00-
	** GL 35300 TOTAL	31,369.00-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	19,490.46-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	20,419.73-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	4,817,621.92-

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
 20 2 510150 OPERATING TRUST FUND-DOAH

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
040000	CF EXPENSES	260,816.72-
060000	CF OPERATING CAPITAL OUTLAY	38,570.15-
100777	CF CONTRACTED SERVICES	41,468.01-
	** GL 55100 TOTAL	340,854.88-
94100	ENCUMBRANCES	
040000	CF EXPENSES	260,816.72
060000	CF OPERATING CAPITAL OUTLAY	38,570.15
100777	CONTRACTED SERVICES	45,140.60
100777	CF CONTRACTED SERVICES	41,468.01
	** GL 94100 TOTAL	385,995.48
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	260,816.72-
060000	CF OPERATING CAPITAL OUTLAY	38,570.15-
100777	CONTRACTED SERVICES	45,140.60-
100777	CF CONTRACTED SERVICES	41,468.01-
	** GL 98100 TOTAL	385,995.48-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
 80 9 000001 GENERAL FIXED ASSET ACCOUNT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,181,967.25
001800		5,061.89-
040000	EXPENSES	48,588.17
060000	OPERATING CAPITAL OUTLAY	300,666.59-
	** GL 27600 TOTAL	924,826.94
27700	ACC DEPR - FURNITURE & EQUIPMENT	
001800		10,785.00
040000	EXPENSES	6,767.95-
060000	OPERATING CAPITAL OUTLAY	230,569.53-
	** GL 27700 TOTAL	226,552.48-
28200	LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	35,815.84
28300	ACC DEPR LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	35,815.84-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	698,274.46-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
80 9 000006 GENERAL FIXED ASSET ACCOUNT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	3,662.70
040000	EXPENSES	419,426.96
060000	OPERATING CAPITAL OUTLAY	912,352.51
	** GL 27600 TOTAL	1,335,442.17
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	3,662.70-
040000	EXPENSES	67,828.28-
060000	OPERATING CAPITAL OUTLAY	570,182.68-
	** GL 27700 TOTAL	641,673.66-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	693,768.51-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2009

729700 DIVISION OF ADMINISTRATIVE HEARINGS
90 9 000002 GENERAL LONG-TERM DEBT ACCOUNT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	414,825.40-
48600 000000 010000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD SALARIES AND BENEFITS	106,825.61 1,042,776.79-
	** GL 48600 TOTAL	935,951.18-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	1,350,776.58
	*** FUND TOTAL	0.00

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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 (26% DOAH, 74% OJCC)
Information Technology - Appropriations (32% DOAH, 68% OJCC)
Planning and Budgeting - Appropriations (32% DOAH, 68% OJCC)
Procurement - Appropriations (32% DOAH, 68% OJCC)

SCHEDULE I
TRUST FUNDS AVAILABLE

FY 2010-2011
SUPPORTING NARRATIVE
COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

729701 ADJUDICATION OF DISPUTES			32%			HR &					
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	DOAH AMT	OJCC AMT
Administration	Admin Svc Dir II-SES	2842	Mustain, L	\$ 76,926	\$ 27,993	\$ 104,919	\$ 6,907	\$ -	\$ 111,826	\$ 35,784	\$ 76,042
Administration	Admin Assist II-SES	3151	Givens, D	\$ 40,000	\$ 13,450	\$ 53,450	\$ 6,907	\$ -	\$ 60,357	\$ 19,314	\$ 41,043
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 127,410	\$ 39,926	\$ 167,336	\$ 6,907	\$ -	\$ 174,243	\$ 55,758	\$ 118,485
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 48,000	\$ 22,811	\$ 70,811	\$ 6,907	\$ -	\$ 77,718	\$ 24,870	\$ 52,848
Finance & Acct	Accountant Supv II-SES	2741	Stern, J	\$ 46,217	\$ 22,491	\$ 68,708	\$ 6,907	\$ -	\$ 75,615	\$ 24,197	\$ 51,418
Finance & Acct	Staff Assistant	2816	Allbritton, D	\$ 27,192	\$ 4,817	\$ 32,009	\$ 5,523	\$ -	\$ 37,532	\$ 12,010	\$ 25,522
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 63,092	\$ 11,306	\$ 74,398	\$ 6,907	\$ -	\$ 81,305	\$ 21,139	\$ 60,166 *
Information Tech	Office Auto Spec II	2433	Doxsee, L	\$ 32,404	\$ 17,791	\$ 50,195	\$ 5,523	\$ -	\$ 55,718	\$ 44,574	\$ 11,144 *
Information Tech	Data Base Admin-SES	2845	Brown, S	\$ 76,926	\$ 27,993	\$ 104,919	\$ 6,907	\$ -	\$ 111,826	\$ 35,784	\$ 76,042
Information Tech	Dist Comp Sys Analyst-SES	3412	Kurasch, J	\$ 40,008	\$ 21,379	\$ 61,387	\$ 6,907	\$ -	\$ 68,294	\$ 21,854	\$ 46,440
Information Tech	Sys Programmer I	2654	Russell, J	\$ 48,072	\$ 20,568	\$ 68,640	\$ 6,907	\$ -	\$ 75,547	\$ 37,774	\$ 37,774 *
Planning & Budget	Budget Officer	2801	Lawrence, M	\$ 86,056	\$ 22,614	\$ 108,670	\$ 6,907	\$ -	\$ 115,577	\$ 36,985	\$ 78,592
Procurement	Purch Agent III-SES	2434	Penrod, T	\$ 44,447	\$ 22,173	\$ 66,620	\$ 6,907	\$ -	\$ 73,527	\$ 23,529	\$ 49,998
Procurement	Admin Assist II-SES	3143	Lewis, H	\$ 34,236	\$ 20,344	\$ 54,580	\$ 6,907	\$ -	\$ 61,487	\$ 19,676	\$ 41,811
DOAH TOTALS				\$ 790,986	\$ 295,656	\$ 1,086,642	\$ 93,930	\$ -	\$ 1,180,572	\$ 413,249	\$ 767,323

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
Finance & Acct	Admin Assist III	3406	Folks, G	\$ 39,138	\$ 19,399	\$ 58,537	\$ 5,523	\$ -	\$ 64,060	\$ 43,561	\$ 20,499
Finance & Acct	Accountant I	3409	Griffin, P	\$ 31,308	\$ 12,652	\$ 43,960	\$ 5,523	\$ -	\$ 49,483	\$ 33,648	\$ 15,835
Finance & Acct	Admin Assist II-SES	3416	Pelt, K	\$ 35,854	\$ 20,635	\$ 56,489	\$ 6,907	\$ -	\$ 63,396	\$ 43,109	\$ 20,287
Finance & Acct	Accountant II	3425	Roberts, R	\$ 38,126	\$ 18,805	\$ 56,931	\$ 5,523	\$ -	\$ 62,454	\$ 42,469	\$ 19,985
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 55,782	\$ 24,205	\$ 79,987	\$ 6,907	\$ -	\$ 86,894	\$ 27,806	\$ 59,088 *
Planning & Budget	Sr Mgmt Analyst II-SES	3410	Wingler, C	\$ 66,057	\$ 26,046	\$ 92,103	\$ 6,907	\$ -	\$ 99,010	\$ 67,327	\$ 31,683
OJCC TOTALS				\$ 266,265	\$ 121,742	\$ 388,007	\$ 37,290	\$ -	\$ 425,297	\$ 257,921	\$ 167,376

TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC										\$ 599,947	
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* 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 2010-11 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR - FY 2008-09

01 Record Current-Year Compensated Absences - DOAH

Per statewide financial reporting requirements, the adjustment of \$20,420 is necessary to record current-year compensated absence liability for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

02 Record September 30, 2008 Operating Reversions - DOAH

Per FY 2010-11 Legislative Budget Request instructions, the adjustment of \$3,098 is necessary to include September 30, 2008 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

03 Record September 30, 2008 Operating Reversions - JCCs

Per FY 2010-11 Legislative Budget Request instructions, the adjustment of \$10,643 is necessary to include September 30, 2008 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

04 Record February 25, 2009 Fixed Capital Outlay Reversions - JCCs

Per FY 2010-11 Legislative Budget Request instructions, the adjustment of \$40,283 is necessary to include February, 2009 Fixed Capital Outlay reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

05 Record Administrative Fees – DOAH:

Per statewide financial reporting requirements, administrative fees totaling (\$17,553) are to be booked as current-year expenditures for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

06 Close Prior-Year Carry Forwards – DOAH:

Per statewide financial reporting requirements, the adjustment of (\$24,483) is necessary to record the closing of FY 2007-08 carry forwards for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

07 Close Prior-Year Carry Forwards – JCCs:

Per statewide financial reporting requirements, the adjustment of (\$166,205) is necessary to record the closing of FY 2007-08 carry forwards for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

08 Record Accounts Receivable - DOAH:

Per statewide financial reporting requirements, the adjustment of \$84,407 is necessary to record FY 2008-09 accounts receivable for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

09 Record Posting of Prior-Year Accounts Receivable - DOAH:

Per statewide financial reporting requirements, the adjustment of \$21,995 is necessary to record the posting of prior-year accounts receivable to the current year for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

10 Record Remaining Interest Earned - DOAH:

Per statewide financial reporting requirements, the adjustment of \$33,183 is necessary to record the interest earned in FY 2008-09 for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

11 Record Amount Due from Department of Management Services/FCHR - DOAH:

Per statewide financial reporting requirements, the adjustment of \$61,712 is necessary to record the amount due from the Department of Management Services/Florida Commission on Human Relations to the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

12 Close Prior-Year Compensated Absences – DOAH:

Per statewide financial reporting requirements, the adjustment of (\$15,503) is necessary to record closing FY 2007-08 compensated absences for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

13 Close Prior-Year General Revenue Service Charge – DOAH:

Per statewide financial reporting requirements, the adjustment of (\$16,751) is necessary to record closing the FY 2007-08 General Revenue service charge for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

14 Record Current Year General Revenue Service Charge – DOAH:

Per statewide financial reporting requirements, the adjustment of \$19,491 is necessary to record the current year General Revenue service charge for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

15 Record Non Carry Forward Liability – DOAH:

Per statewide financial reporting requirements, the adjustment of (\$9,844) is necessary to record the non carry forward liability for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

16 Record Non Carry Forward Liability – JCCs:

Per statewide financial reporting requirements, the adjustment of (\$18,802) is necessary to record the non carry forward liability for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

17 Reverse Encumbered Payables – DOAH:

Per statewide financial reporting requirements, the adjustment of (\$1,054) is necessary to record the reversing entry for encumbered payables for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

18 Reverse Encumbered Payables – JCCs:

Per statewide financial reporting requirements, the adjustment of (\$11,006) is necessary to record the reversing entry for encumbered payables for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

19 Close Prior-Year Payables – JCCs:

Per statewide financial reporting requirements, the adjustment of (\$4,564) is necessary to record the closing of prior-year payables for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

20 Close Prior-Year Fixed Capital Outlay – JCCs:

Per statewide financial reporting requirements, the adjustment of (\$31,120) is necessary to close prior-year Fixed Capital Outlay to offset Fund 80 for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

21 Rounding - To Balance with June 30, 2009 Unreserved Fund Balance - DOAH

The adjustment of (\$2) is necessary to balance with the June 30, 2009 unreserved fund balance for the Adjudication of Disputes Program.

22 Rounding - To Balance with June 30, 2009 Unreserved Fund Balance - JCCs

The adjustment of (\$1) is necessary to balance with the June 30, 2009 unreserved fund balance for the Workers' Compensation Appeals Program.

COLUMN A02: CURRENT YEAR ESTIMATED - FY 2009-10

23 Record September 30, 2009 Operating Reversions - DOAH

Per FY 2010-11 Legislative Budget Request instructions, the adjustment of \$5,455 is necessary to include September 30, 2009 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

24 Record September 30, 2009 Operating Reversions - JCCs

Per FY 2010-11 Legislative Budget Request instructions, the adjustment of \$6,881 is necessary to include September 30, 2009 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

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 2009-10

Lines 1 – 27: 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 2009-10 General Appropriations Act (Chapter 2009-81, Laws of Florida) and total \$6,615,422.

Line 28: 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 \$237,000 was provided by DEP. Fees totaling \$96,880 were received during the first quarter of FY 2009-10.

Line 29: 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 \$18,675,275 and covers the operating and nonoperating costs of this program, calculated as follows:

\$18,099,060	Operating budget
+ 576,215	Nonoperating budget
<u>\$18,675,275</u>	Total estimated transfer from the Department of Financial Services
=====	

Line 30: Sale of Goods and Services to State Agencies – Adjudication of Disputes

The estimate of \$51,874 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) the Florida Department of Revenue and 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 carried forward from the prior fiscal year (FY 2008-09) because caseload and billable hours are projected to remain relatively constant in FY 2009-10.

Line 31: Sale of Goods and Services to State Agencies - Workers' Compensation Appeals

The \$100 collected in the prior fiscal year (FY 2008-09) was atypical for this program and therefore was not carried forward in subsequent fiscal years.

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

The FY 2009-10 estimate is reported on line 33 because the General Revenue Service charge paid by DOAH increased from 7.3% to 8.0% effective July 1, 2009.

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

The estimate of \$507,233 represents revenue from nonstate entities for Administrative Law Judge services, plus travel and video teleconferencing costs. This amount is carried forward from the prior fiscal year (FY 2008-09) because caseload and billable hours are projected to remain relatively constant in FY 2009-10.

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 in 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 in subsequent fiscal years.

Line 36: Tenant Broker Commission - Workers' Compensation Appeals

Pursuant to subsections 255.25(3) and 255.249(6), Florida Statutes, DOAH collected third party commissions for tenant broker services in the amount of \$40,882.98. Approved budget amendment #EOG B0091 provided the budget authority required for DOAH to pay the tenant broker \$40,882.98 in September, 2009.

Line 37: Reimbursements – Adjudication of Disputes

The estimate of \$7,231 represents reimbursements to be made to the Adjudication of Disputes Program. This amount is carried forward from the prior fiscal year (FY 2008-09).

Line 38: Reimbursements – Workers' Compensation Appeals

The estimate of \$4,097 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is carried forward from the prior fiscal year (FY 2008-09).

Line 39: Interest on Investments – Adjudication of Disputes

The FY 2009-10 estimate is reported on line 40 because the General Revenue Service charge paid by DOAH increased from 7.3% to 8.0% effective July 1, 2009.

Line 40: Interest on Investments - Adjudication of Disputes

In FY 2008-09, interest earnings totaling \$359,611 represent 1.65% 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 \$19,117,302 will be invested in FY 2009-10, earning \$315,792, or 1.65%. This

program's share of these earnings is estimated at \$87,214, and represents .46% of the total funds invested.

Line 41: Interest on Investments – Workers' Compensation Appeals

The FY 2009-10 estimate is reported on line 42 because the General Revenue Service charge paid by DOAH increased from 7.3% to 8.0% effective July 1, 2009.

Line 42: Interest on Investments – Workers' Compensation Appeals

In FY 2008-09, interest earnings totaling \$359,611 represent 1.65% 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 \$19,117,302 will be invested in FY 2009-10, earning \$315,792, or 1.65%. This program's share of these earnings is estimated at \$228,578, and represents 1.19% of the total funds invested.

COLUMN A03: AGENCY REQUEST – FY 2010-11

Lines 1 – 27: 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 2008-09. The total amount prorated among the agencies is \$7,332,455 and is calculated as follows:

\$8,579,579	Total FY 2010-11 Legislative Budget Request
(559,107)	Less: Estimated Revenue from Nonstate and State Contract Entities
(599,947)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers' Compensation Appeals Program
(165,000)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 76,930	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$7,332,455	Total Amount Prorated Among State Agencies
=====	

Line 28: 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 \$165,000 was provided by DEP.

Line 29: 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 \$18,786,077 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:

\$18,186,130	Operating budget
+ 599,947	Nonoperating general management and administrative assessment
\$18,786,077	Total estimated transfer from the Department of Financial Services
=====	

Line 30: Sale of Goods and Services to State Agencies – Adjudication of Disputes

The estimate of \$51,874 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) the Florida Department of Revenue and 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 carried forward from the prior fiscal year (FY 2009-10) because caseload and billable hours are projected to remain relatively constant in FY 2010-11.

Line 31: Sale of Goods and Services to State Agencies - Workers' Compensation Appeals

The \$100 collected in the prior fiscal year (FY 2008-09) was atypical for this program and therefore was not carried forward in subsequent fiscal years.

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

The FY 2010-11 estimate is reported on line 33 because the General Revenue Service charge paid by DOAH increased from 7.3% to 8.0% effective July 1, 2009.

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

The estimate of \$507,233 represents revenue from nonstate entities for Administrative Law Judge services, plus travel and video teleconferencing costs. This amount is carried forward from the prior fiscal year (FY 2009-10) because caseload and billable hours are projected to remain relatively constant in FY 2010-11.

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 in 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 in subsequent fiscal years.

Line 36: Tenant Broker Commission - Workers' Compensation Appeals

The tenant broker commission totaling \$40,882.98 received and paid in FY 2009-10 was nonrecurring and thus was not carried forward in FY 2010-11.

Line 37: Reimbursements – Adjudication of Disputes

The estimate of \$7,231 represents reimbursements to be made to the Adjudication of Disputes Program. This amount is carried forward from the prior fiscal year (FY 2009-10).

Line 38: Reimbursements – Workers’ Compensation Appeals

The estimate of \$4,097 represents reimbursements to be made to the Workers’ Compensation Appeals Program. This amount is carried forward from the prior fiscal year (FY 2009-10).

Line 39: Interest on Investments – Adjudication of Disputes

The FY 2010-11 estimate is reported on line 40 because the General Revenue Service charge paid by DOAH increased from 7.3% to 8.0% effective July 1, 2009.

Line 40: Interest on Investments - Adjudication of Disputes

In FY 2008-09, interest earnings totaling \$359,611 represent 1.65% 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 \$20,956,027 will be invested in FY 2010-11, earning \$346,166, or 1.65%. This program’s share of these earnings is estimated at \$103,789, and represents .50% of the total funds invested.

Line 41: Interest on Investments – Workers’ Compensation Appeals

The FY 2010-11 estimate is reported on line 42 because the General Revenue Service charge paid by DOAH increased from 7.3% to 8.0% effective July 1, 2009.

Line 42: Interest on Investments – Workers’ Compensation Appeals

In FY 2008-09, interest earnings totaling \$359,611 represent 1.65% 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 \$20,956,027 will be invested in FY 2010-11, earning \$346,166, or 1.65%. This program’s share of these earnings is estimated at \$242,377, and represents 1.15% of the total funds invested.

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 2010-11 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2009-10:	\$26,454,807
Less Assessments from State Agencies for Administrative Law Judge Services	(6,904,296)
Less Assessments from Outside Entities for Administrative Law Judge Services	(507,233)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	(159,325)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	(107,548)
Less Pass-Through Tenant Broker Commission	(40,883)
Less Nonoperating Transfer to the General Revenue Fund	(1,000,000)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	(100,000)
Less Nonoperating Service Charge to General Revenue	<u>(65,842)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$17,569,680</u>
 Multiplied by 5%	 <u>X .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 878,484</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 \$878,484 is applied to the Workers' Compensation Appeals program.

This reserve of \$878,484 will reduce the June 30, 2011 available cash balance to \$106,938 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2010-11, 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 2008-09, FY 2009-10, or FY 2010-11.

**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 transfer category used, and the amount of the transfer for each of the fiscal years indicated, as well as the name and phone number of the person at the other agency who confirmed the amount of the transfer. 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, Number 729700 20 2 510150

Transfers In (Provide Agency and Fund Number Received From)	Transfer Category	Amount FY 08-09 (A01)	Amount FY 09-10 (A02)	Amount FY 10-11 (A03)	Confirmed By
Department of Environmental Protection Fund Number 370000 20 2 526001	001500	51,500.00	237,000.00	165,000.00	Kathy Shettle Phone: 850-245-2428
Department of Financial Services Fund Number 430000 20 2 795003	001500	18,826,717.00	18,675,275.00	18,786,077.00	Karen Towels (FY 0809) Phone: 850-413-2130 Buckley Vernon (FYs 0910 & 1011) Phone: 413-2113
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Category				
Department of Management Services Fund Number 720000 60 2 105001	181167	100,000.00	100,000.00	100,000.00	Debbie Goodson 850-414-0830

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010 - 2011

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 6/30/2009		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$70,104.46	(A)		\$70,104.46
ADD: Other Cash (See Instructions)	\$0.00	(B)		\$0.00
ADD: Investments	\$5,005,623.17	(C)		\$5,005,623.17
ADD: Outstanding Accounts Receivable	\$161,515.80	(D)		\$161,515.80
ADD:	\$0.00	(E)		\$0.00
Total Cash plus Accounts Receivable	\$5,237,243.43	(F)		\$5,237,243.43
LESS Allowances for Uncollectibles	\$0.00	(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$9,545.61)	(H)		(\$9,545.61)
Approved "B" Certified Forwards	(\$340,854.88)	(H)		(\$340,854.88)
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$19,490.46)	(I)		(\$19,490.46)
LESS: _____	\$0.00	(J)		\$0.00
Unreserved Fund Balance, 07/01/09	\$4,867,352.48	(K)		\$4,867,352.48 **

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: 2010 - 2011

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

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09	<input type="text" value="\$4,817,621.92"/> (A)
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Add/Subtract:

Statewide Financial Statement Adjustment	<input type="text" value="\$0.00"/> (B)
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Other Adjustment(s):

Compensated Absence Liability	<input type="text" value="\$20,419.73"/> (C)
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Non Carry Forward Liability	<input type="text" value="\$29,310.83"/> (C)
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<input type="text"/>	(C)
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ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="\$4,867,352.48"/> (D)
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UNRESERVED FUND BALANCE, SCHEDULE IC	<input type="text" value="\$4,867,352.48"/> (E)
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DIFFERENCE:	<input type="text" value="\$0.00"/> (F)*
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***SHOULD EQUAL ZERO.**

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

Department:	Management Services/Division of Administrative Hearings
Fund Name:	Operating Trust Fund
FLAIR #:*	72-2-510
Name Position Telephone No. of Person Completing Form:	Marilyn R. Lawrence Budget Officer 850-488-9675
Type of Action Requested : (Check one)	<input type="checkbox"/> Exempt From Termination <input checked="" type="checkbox"/> Re-create without modification (last action was initial create) <input type="checkbox"/> Retain without modification <input type="checkbox"/> Re-create/Retain with modification (last action was re-create) <input type="checkbox"/> Create New Fund <input type="checkbox"/> Terminate Existing Fund

* Enter ONLY the six-digit code. Not applicable for requests to **Create** trust fund.

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

1	Cite the statutory authority for the trust fund (Florida Statutes or, if none, Laws of Florida). Give the statutory purpose, if stated, for the trust fund.	Sections 120.65, 440.25, 440.45, 403.518, 403.5365, 403.9421, 552.40, and 766.305, Florida Statutes. Chapters 2001-6, 2006-79 and 2009-81, Laws of Florida. Chapter 2001-6, Laws of Florida, states that the Legislature found that this trust fund "continues to meet an important public purpose." Pursuant to Chapter 2006-79, Laws of Florida, effective July 1, 2007, the Administrative Trust Fund was renamed the Operating Trust Fund.
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	<u>Workers' Compensation Administration Trust Fund:</u> Subsection 440.45(1)(a), F.S. <u>State Agency Transfers:</u> Chapter 2009-81, Laws of Florida. <u>Reimbursements by Contract Entities:</u> Subsection 120.65(11), F.S. <u>Interest Income on Investments:</u> Subsection 17.61(3), F.S. <u>Application Fees, Electrical Power Plant and Transmission Line Siting Cases:</u> Subsections 403.518(2) through 403.518(5) and 403.5365(1), F.S. <u>Application Fees, Natural Gas Transmission Pipeline Siting Cases:</u> Subsection 403.9421(5), F.S. <u>Filing Fees, Construction Materials Mining Cases:</u> Subsection 552.40(11), F.S. <u>Filing Fees, NICA Cases:</u> Subsection 766.305(2), F.S.
3	If state or federal law requires or prohibits specific expenditures from the trust fund, list the requirements or prohibitions and the statutory citations for them.	There are no statutory requirements or prohibitions related to specific expenditures from this trust fund.
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	There is no federal source of receipts.
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	Not applicable. The Division of Administrative Hearings has only one trust fund, the Operating Trust Fund.
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	The Division's two programs are fully supported by its Operating Trust Fund.

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

7	If this trust fund is exempt from termination according to Article III, section 19(f)(3) of the <i>Florida Constitution</i> , list the specific exemptions that apply.	
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For Trust Funds that the agency recommends should be **Re-created/Retained with or without modification** answer questions 8 and 9 and attach draft legislation as requested.

8	Give the specific reasons that continuation (re-creation after initial creation or retention after subsequent re-creation) of this trust fund is necessary. List agency activities (based on the activity detail report) supported by the trust fund.	Re-creation of this trust fund without modification is necessary because it is the sole support for the Division's two programs: Adjudication of Disputes and Workers' Compensation Appeals. The activities supported by this trust fund include: Conduct Administrative Hearings and Proceedings, Adjudicate and Hear Workers' Compensation Disputes, and Facilitate Mediation of Workers' Compensation Disputes. The following administrative support activities are rolled into the Division's two operational programs: Executive Direction, Administration, Planning and Budgeting, Finance and Accounting, Personnel/Human Resource Services, and Procurement.
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	No modifications are requested.

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

10	Explain how the current cash balance and all current receipts of the trust fund will be distributed. Attach draft legislation that removes reference to the trust fund from the statutes.	
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For **New** Trust Funds that the agency recommends should be **Created** answer questions 11-13 and attach draft legislation as requested.

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