

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
20 2 279001 FLORIDA FINE ARTS TRUST FUND DOS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	114,206.50
15100 001800	ACCOUNTS RECEIVABLE	1,500.00
15900 001800	ALLOWANCE FOR UNCOLLECTIBLES	1,500.00-
16400 000700 001500	DUE FROM FEDERAL GOVERNMENT	0.00 0.00
	** GL 16400 TOTAL	0.00
31100 030000 030000 040000 040000	ACCOUNTS PAYABLE OTHER PERSONAL SERVICES CF OTHER PERSONAL SERVICES EXPENSES CF EXPENSES	0.00 4,979.49- 0.00 1,055.35-
	** GL 31100 TOTAL	6,034.84-
38800 000000 000700	UNEARNED REVENUE - CURRENT BALANCE BROUGHT FORWARD	0.00 96,993.55-
	** GL 38800 TOTAL	96,993.55-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	0.00
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	11,178.11-
94100 040000 100777	ENCUMBRANCES CF EXPENSES CF CONTRACTED SERVICES	8,678.11 2,500.00
	** GL 94100 TOTAL	11,178.11
98100 040000 100777	BUDGETARY FND BAL RESERVED/ENCUMBRANCE CF EXPENSES CF CONTRACTED SERVICES	8,678.11- 2,500.00-
	** GL 98100 TOTAL	11,178.11-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
20 2 339085 GRANTS AND DONATIONS TF DOS-DIV OF ARCHIVES

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	8,081,750.30
16200 040000	DUE FROM STATE FUNDS, WITHIN DEPART. EXPENSES	94.95
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	58,608.99-
040000	EXPENSES	300.00-
040000 CF	EXPENSES	6,817.45-
060000	OPERATING CAPITAL OUTLAY	0.00
060000 CF	OPERATING CAPITAL OUTLAY	9,709.76-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	3,095.75-
	** GL 31100 TOTAL	78,531.95-
35200 040000	DUE TO STATE FUNDS, WITHIN DEPARTMENT EXPENSES	321.70-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	300.00
040000 CF	EXPENSES	1,800.00-
	** GL 35300 TOTAL	1,500.00-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	13,043.01-
	** GL 35500 TOTAL	13,043.01-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	3,987,898.68-
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	62,623.04-
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
080901 09	CENTRAL FAC/MAINT & REPAIR	1,097,874.48-
084603 06	MISSION SAN LUIS FORT CONSTRUCTION	0.00
084603 07	MISSION SAN LUIS FORT CONSTRUCTION	2,217,736.39-
140222 08	LIGHTHOUSE RESTORATION PRJ	622,316.00-
	** GL 55600 TOTAL	3,937,926.87-

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2009

450000 DEPARTMENT OF STATE  
 20 2 339085 GRANTS AND DONATIONS TF DOS-DIV OF ARCHIVES

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
94100	ENCUMBRANCES	
030000	CF OTHER PERSONAL SERVICES	38,021.92
040000	CF EXPENSES	14,601.12
080901	09 CENTRAL FAC/MAINT & REPAIR	235,503.48
100777	CF CONTRACTED SERVICES	10,000.00
140222	08 LIGHTHOUSE RESTORATION PRJ	622,316.00
	** GL 94100 TOTAL	920,442.52
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000	CF OTHER PERSONAL SERVICES	38,021.92-
040000	CF EXPENSES	14,601.12-
080901	09 CENTRAL FAC/MAINT & REPAIR	235,503.48-
100777	CF CONTRACTED SERVICES	10,000.00-
140222	08 LIGHTHOUSE RESTORATION PRJ	622,316.00-
	** GL 98100 TOTAL	920,442.52-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
20 2 339097 GRANTS & DONATIONS TF C&F/DELINQUENCY SERVICES

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	344,318.04
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	60,275,192.50
15300 000504	INTEREST AND DIVIDENDS RECEIVABLE	140,454.34
16300 181074	DUE FROM OTHER DEPARTMENTS TR/FDLE/HAVA	1,446.46
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	9,069.17-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	20,804.44-
100495	SW VOTER REGISTR SYST/HAVA	0.00
100495 CF	SW VOTER REGISTR SYST/HAVA	125,888.61-
	** GL 31100 TOTAL	155,762.22-
35300 310403	DUE TO OTHER DEPARTMENTS ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	6,066.72-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	60,445,548.38-
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	154,034.02-
94100	ENCUMBRANCES	
100495 CF	SW VOTER REGISTR SYST/HAVA	19,710.00
107015 CF	G/A-ELECT ACTIVITIES/HAVA	134,324.02
	** GL 94100 TOTAL	154,034.02
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100495 CF	SW VOTER REGISTR SYST/HAVA	19,710.00-
107015 CF	G/A-ELECT ACTIVITIES/HAVA	134,324.02-
	** GL 98100 TOTAL	154,034.02-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
20 2 450001 LIBRARY SERVICES TF DOS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	0.00
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	196,355.47
15100 000100	ACCOUNTS RECEIVABLE	3,858.00
15900 000100	ALLOWANCE FOR UNCOLLECTIBLES	3,858.00-
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	8,397.99-
040000	EXPENSES	0.00
040000 CF	EXPENSES	4,622.39-
101977	LIBRARY RESOURCES	0.00
101977 CF	LIBRARY RESOURCES	1,785.00-
	** GL 31100 TOTAL	14,805.38-
38800	UNEARNED REVENUE - CURRENT	
000000	BALANCE BROUGHT FORWARD	0.00
000700		121,445.09-
	** GL 38800 TOTAL	121,445.09-
38900	DEFERRED REVENUES	
000000	BALANCE BROUGHT FORWARD	0.00
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	60,105.00-
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
081182 05	LIBRARY CONSTRUCTION GRNTS	0.00
94100	ENCUMBRANCES	
100777 CF	CONTRACTED SERVICES	60,105.00
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
100777 CF	CONTRACTED SERVICES	60,105.00-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2009

450000 DEPARTMENT OF STATE  
 20 2 510001 OPERATING TRUST FUND DOS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	46,273.99
35300 181137	DUE TO OTHER DEPARTMENTS TRANSFER TO EOG NOTARY SURCHARGE FEES	33,012.64-
35600 181232	DUE TO GENERAL REVENUE TR/DFS/ELEC CAMPGN FIN CON	254.45-
310066	CANDIDATE FILING FEE DISTR	3,634.23-
310322	SERVICE CHARGE TO GEN REV	9,372.67-
	** GL 35600 TOTAL	13,261.35-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
20 2 510002 OPERATING TRUST FUNDDOS SEC. STATE-ARCH. DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	440,573.75
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	197,121.68
15300 000502	INTEREST AND DIVIDENDS RECEIVABLE	248.00
15900 000500 001904	ALLOWANCE FOR UNCOLLECTIBLES	0.00 0.00 0.00
	** GL 15900 TOTAL	0.00
16200 040000	DUE FROM STATE FUNDS, WITHIN DEPART. EXPENSES	321.70
31100 030000 030000 040000 040000	ACCOUNTS PAYABLE OTHER PERSONAL SERVICES CF OTHER PERSONAL SERVICES EXPENSES CF EXPENSES	0.00 17,513.18- 0.00 20,960.91-
	** GL 31100 TOTAL	38,474.09-
35200 040000	DUE TO STATE FUNDS, WITHIN DEPARTMENT EXPENSES	94.95-
35300 310403	DUE TO OTHER DEPARTMENTS ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	10.71-
35500 101548 101548	DUE TO OTHER GOVERNMENTAL UNITS GRANTS AND AIDS - HISTORIC PRESERVATION GRA CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00 55,309.50-
	** GL 35500 TOTAL	55,309.50-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	266.96-
38800 000000	UNEARNED REVENUE - CURRENT BALANCE BROUGHT FORWARD	0.00
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	271,033.53-

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
20 2 510002 OPERATING TRUST FUNDOS SEC. STATE-ARCH. DIV.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	273,075.39-
94100	ENCUMBRANCES	
040000 CF	EXPENSES	25,075.39
100777	CONTRACTED SERVICES	5,000.00
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	248,000.00
	** GL 94100 TOTAL	278,075.39
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	25,075.39-
100777	CONTRACTED SERVICES	5,000.00-
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	248,000.00-
	** GL 98100 TOTAL	278,075.39-
	*** FUND TOTAL	0.00



BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2009

450000 DEPARTMENT OF STATE  
60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	0.00
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	870,494.00
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15100 001905	ACCOUNTS RECEIVABLE	1,099.87
15900 001800 001905	ALLOWANCE FOR UNCOLLECTIBLES	0.00 0.00 0.00
	** GL 15900 TOTAL	0.00
16200 001903	DUE FROM STATE FUNDS, WITHIN DEPART.	0.00
16300 001903	DUE FROM OTHER DEPARTMENTS	77,801.62
16500 001905	DUE FROM OTHER GOVERNMENTAL UNITS	9,825.00
16700 001903	DUE FROM COMPONENT UNIT/PRIMARY	8,947.65
17100 000000	SUPPLY INVENTORY BALANCE BROUGHT FORWARD	3,653.08
27600 000000 040000 060000 100021	FURNITURE AND EQUIPMENT BALANCE BROUGHT FORWARD EXPENSES OPERATING CAPITAL OUTLAY ACQUISITION/MOTOR VEHICLES	702,061.61 1,780.00 203,274.25- 2,069.00
	** GL 27600 TOTAL	502,636.36
27700 000000 040000 060000 100021	ACC DEPR - FURNITURE & EQUIPMENT BALANCE BROUGHT FORWARD EXPENSES OPERATING CAPITAL OUTLAY ACQUISITION/MOTOR VEHICLES	622,939.83- 41,919.52- 204,365.10 21,975.40-
	** GL 27700 TOTAL	482,469.65-

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2009

450000 DEPARTMENT OF STATE  
 60 2 572001 RECORDS MANAGEMENT TRUST FUND-DEPT OF STATE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
31100	ACCOUNTS PAYABLE	
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	1,277.81-
040000	EXPENSES	0.00
040000 CF	EXPENSES	2,756.50-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	933.00-
	** GL 31100 TOTAL	4,967.31-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	7,279.21-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	36,485.78-
48600	COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	70,567.16-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	20,166.71-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	852,521.76-
	*** FUND TOTAL	0.00

# **Department of State**

# **Schedule I Series**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-2011</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Florida Fine Arts Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Cultural Affairs 45500000
	2279

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	114,206.50	(A)		114,206.50
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	1,500.00	(D)		1,500.00
ADD: Due from Federal Government	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	115,706.50	(F)	-	115,706.50
LESS Allowances for Uncollectibles	1,500.00	(G)		1,500.00
LESS Approved "A" Certified Forwards	6,034.84	(H)		6,034.84
Approved "B" Certified Forwards	11,178.11	(H)		11,178.11
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: Unearned Revenue-Current	96,993.55	(J)		96,993.55
<b>Unreserved Fund Balance, 07/01/2009</b>	-	(K)	-	-

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III of the Schedule I for the most recent completed fiscal year and Line A for the following year.

## SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES

**Budget Period: 2010-2011**

**Department:** 45 Department of State  
**Budget Entity:** 45500300 Cultural Affairs/Executive Dir/Suppo  
**Fund:** 2279 Fine Arts Council Trust Fund

(1)	(2)	(3)	(4)
<b>FUNDING SOURCE - STATE</b>	<b>ACTUAL FY 2008 - 2009</b>	<b>ESTIMATED FY 2009 - 2010</b>	<b>REQUEST FY 2010 - 2011</b>
<b><u>FUNDING SOURCE - NON-STATE</u></b>			
<b><u>National Endowment for the Arts</u></b>	-	-	<b>90,206</b>
<b>TOTALS*</b>	-	-	<b>90,206</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Department of State**

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 :**

Division of Elections Grants & Donations Trust Fund 45-20-2-339097

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 08-09 (A01)</b>	<b>Amount FY 09-10 (A02)</b>	<b>Amount FY 10-11 (A03)</b>	<b>Confirmed By</b>

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>				
FDLE 710000-20-2-261018	181074	123,073	145,830	145,830	Judy Foster-410-7132

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2010 - 2011**

**Department:** 45 Department of State  
**Budget Entity:** 45100200 Elections  
**Fund:** 2339 Grants and Donations Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2008 - 2009	FY 2009 - 2010	FY 2010 - 2011
<u>FUNDING SOURCE - NON-STATE</u>			
<b>Federal Help America Vote Act (HAVA)</b>	<b>60,445,548</b>	<b>52,438,022</b>	<b>45,132,032</b>
<b>TOTALS*</b>	<b>60,445,548</b>	<b>52,438,022</b>	<b>45,132,032</b>

\*Must agree to amounts on Schedule I, Section IV, Line I.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-11</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Elections 45100000
	2339

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	344,318.04	(A)		344,318.04
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	60,275,192.50	(C)		60,275,192.50
ADD: Outstanding Accounts Receivable	141,900.80	(D)		141,900.80
ADD: _____	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	60,761,411.34	(F)	-	60,761,411.34
LESS Allowances for Uncollectibles	-	(G)		-
LESS Approved "A" Certified Forwards	155,762.22	(H)		155,762.22
Approved "B" Certified Forwards	154,034.02	(H)		154,034.02
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	6,066.72	(I)		6,066.72
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/2009</b>	<b>60,445,548.38</b>	(K)	-	<b>60,445,548.38</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**5% TRUST FUND RESERVE CALCULATION**

**DIVISION OF HISTORICAL RESOURCES  
GRANTS AND DONATIONS TRUST FUND - 2339**

<b>FY 2009-10 Revenue</b>	<b>Amount</b>
Transfer from DEP - CARL	7,842,753
Less FIND Grant	(619,204)
Less: Refunds	-
Total Revenue	<b>7,223,549</b>
Total Revenue Subject to 5% Reserve Calculation	7,223,549
Multiplied by 5%	<b>0.05</b>
<b>Total 5% Reserve of Grants and Donations Trust Fund</b>	<b>361,177</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Department of State**

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 :** Division of Elections Grants & Donations Trust Fund 45-20-2-339097

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 08-09 (A01)</b>	<b>Amount FY 09-10 (A02)</b>	<b>Amount FY 10-11 (A03)</b>	<b>Confirmed By</b>

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>				
FDLE 710000-20-2-261018	181074	123,073	145,830	145,830	Sherry Boyce-410-7133

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2010-2011**

**Department:** 45 Department of State  
**Budget Entity:** 45200700 Historical Resources  
**Fund:** 2339 Grants and Donations Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2008 - 2009	FY 2009 - 2010	FY 2010-2011
<u>Dept of Environmental Protection (CARL)</u>	3,988,220	7,279,589	6,289,598
<u>FUNDING SOURCE - NON-STATE</u>			
<b>TOTALS*</b>	<b>3,988,220</b>	<b>7,279,589</b>	<b>6,289,598</b>

**\*Must agree to amounts on Schedule I, Section IV, Line I.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-11</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Historical Resources 45200000
	2339

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	8,081,750.30	(A)	-	8,081,750.30
ADD: Other Cash (See Instructions)	-	(B)	-	-
ADD: Investments	-	(C)	-	-
ADD: Outstanding Accounts Receivable	94.95	(D)	-	94.95
ADD: _____	-	(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	8,081,845.25	(F)	-	8,081,845.25
LESS Allowances for Uncollectibles	-	(G)	-	-
LESS Approved "A" Certified Forwards	93,074.96	(H)	-	93,074.96
Approved "B" Certified Forwards	62,623.04	(H)	-	62,623.04
Approved "FCO" Certified Forwards	3,937,926.87	(H)	-	3,937,926.87
LESS: Other Accounts Payable (Nonoperating)	-	(I)	-	-
LESS: _____	-	(J)	-	-
<b>Unreserved Fund Balance, 07/01/2009</b>	<b>3,988,220.38</b>	(K)	-	<b>3,988,220.38</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III 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 2010-11**

Department Title: Department of State  
 Trust Fund Title: Grants and Donations Trust Fund  
 LAS/PBS Fund Number: 2339

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-09	<input type="text" value="(3,987,898.68)"/> (A)
Add/Subtract:	<input type="text"/>
Current Year Accounts Payable not CF	<input type="text" value="(321.70)"/> (B)
Other Adjustment(s):	
Supply Inventory	<input type="text" value="-"/> (C)
	-
Current Compensated Absences	<input type="text" value="-"/> (C)
Compensated Absences Liability	<input type="text" value="-"/> (C)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (D)

**UNRESERVED FUND BALANCE, SCHEDULE 1C**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO**

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2010-2011**

**Department:** 45 Department of State  
**Budget Entity:** 45400100 Library/Archives/Info Svcs  
**Fund:** 2450 Library Services Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2008 - 2009	FY 2009 - 2010	FY 2010 - 2011
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>FUNDING SOURCE - NON-STATE</u></b>			
<b><u>Library Services &amp; Technology Act</u></b>	<b>-</b>	<b>4,134</b>	<b>347,498</b>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS*</b>	<b>-</b>	<b>4,134</b>	<b>347,498</b>

\*Must agree to amounts on Schedule I, Section IV, Line I.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-11</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Library Services Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Library and Information Services 45400000
	2450

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	196,355.47	(A)		196,355.47
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	3,858.00	(D)		3,858.00
ADD: _____	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	200,213.47	(F)	-	200,213.47
LESS Allowances for Uncollectibles	3,858.00	(G)		3,858.00
LESS Approved "A" Certified Forwards	14,805.38	(H)		14,805.38
Approved "B" Certified Forwards	60,105.00	(H)		60,105.00
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	121,445.09	(I)		121,445.09
LESS:	-	(J)		-
<b>Unreserved Fund Balance, 07/01/2009</b>	-	(K)	-	-

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III of the Schedule I for the most recent completed fiscal year and Line A for the following year.



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

Department:	State						
Fund Name:	Library Services Trust Fund						
FLAIR #:*	45-2-450						
Name, Position, and Telephone No. of Person Completing Form:	Barbara Leonard, Chief, Bureau of Planning, Budget and Financial Services; 245-6201						
<b>Type of Action Requested :</b> (Check one)	<table border="0"> <tr> <td><input type="checkbox"/> <b>Exempt From Termination</b></td> <td><input type="checkbox"/> <b>Re-create without modification (last action was initial create)</b></td> </tr> <tr> <td><input type="checkbox"/> <b>Retain without modification</b></td> <td><input type="checkbox"/> <b>Re-create/Retain with modification (last action was re-create)</b></td> </tr> <tr> <td><input type="checkbox"/> <b>Create New Fund</b></td> <td><input checked="" type="checkbox"/> <b>Terminate Existing Fund</b></td> </tr> </table>	<input type="checkbox"/> <b>Exempt From Termination</b>	<input type="checkbox"/> <b>Re-create without modification (last action was initial create)</b>	<input type="checkbox"/> <b>Retain without modification</b>	<input type="checkbox"/> <b>Re-create/Retain with modification (last action was re-create)</b>	<input type="checkbox"/> <b>Create New Fund</b>	<input checked="" type="checkbox"/> <b>Terminate Existing Fund</b>
<input type="checkbox"/> <b>Exempt From Termination</b>	<input type="checkbox"/> <b>Re-create without modification (last action was initial create)</b>						
<input type="checkbox"/> <b>Retain without modification</b>	<input type="checkbox"/> <b>Re-create/Retain with modification (last action was re-create)</b>						
<input type="checkbox"/> <b>Create New Fund</b>	<input checked="" type="checkbox"/> <b>Terminate Existing Fund</b>						

\* 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.	Chapter 2004-314 LOF. <u>257.12 F.S. authorizes DLIS to accept and expend federal funds. Don't know if this should be included?</u>
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	Institute for Museum and Library Sciences, Library Services and Technology Act Grants; National Archives and Records Administration - National Historical Publications and Records Commission Grant.
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.	<u>Regarding the use of program funds (how they can and cannot be used), limits to administrative costs, MOE requirements, etc.:</u> <u>20 USC CHAPTER 72 - MUSEUM AND LIBRARY SERVICES - Library Services and Technology Act</u>
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	N/A
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	Historical Resources Operating Trust Fund; Florida Fine Arts Trust Fund; and (Elections) Grants and Donations Trust Fund could all be combined into a Federal Grants Trust Fund.
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	<u>General Revenue and the Records Management Trust Fund are</u> <del>is</del> <u>the funding sources</u> for other Library and Information Services programs that are not able to use Library Services and Technology Act funding such as the State Archives, <u>records management</u> , State Aid to Libraries, Library Construction, Library Cooperative Grants and non-federal allowable program administration activities. General Revenue match and/or state maintenance of effort are required to continue the receipt of federal funds.

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 Florida Constitution, list the specific exemptions that apply.	N/A
---	--	-----

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.	
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	

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.	Federal funds will be deposited in a newly created Federal Grants Trust Fund. Non federal revenue will be deposited in the Departmental Grants and Donations Trust Fund.
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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 s. 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.	

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Department of State**

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 :** Division of Elections Operating Trust Fund 45-20-2-510001

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 08-09 (A01)</b>	<b>Amount FY 09-10 (A02)</b>	<b>Amount FY 10-11 (A03)</b>	<b>Confirmed By</b>

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>				
EOG 310000-20-2-339028	181137	370,088	367,080	367,080	Cynthia Smith-487-1011
DLA 410000-20-2-511002	181135	66,359	639,722	-	Sarah Nortelus-414-3414

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-11</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Elections 45100000
	2510

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	46,273.99	(A)		46,273.99
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	-	(D)		-
ADD: _____	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	46,273.99	(F)	-	46,273.99
LESS Allowances for Uncollectibles	-	(G)		-
LESS Approved "A" Certified Forwards	-	(H)		-
Approved "B" Certified Forwards	-	(H)		-
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	46,273.99	(I)		46,273.99
LESS: _____	-	(J)		-
<b>Unreserved Fund Balance, 07/01/2009</b>	-	(K)	-	-

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III 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 2010-11

Department Title: Department of State  
Trust Fund Title: Operating Trust Fund  
LAS/PBS Fund Number: 2510

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-09	(271,033.53)	(A)
Add/Subtract:		
Current Year Accounts Payable from OTF not CF	(94.95)	(B)
Other Adjustment(s):		
Supply Inventory	-	(C)
	-	
Current Compensated Absences	-	(C)
Compensated Absences Liability	-	(C)

**ADJUSTED BEGINNING TRIAL BALANCE:** (271,128.48) (D)

**UNRESERVED FUND BALANCE, SCHEDULE 1C** (271,128.48) (E)

**DIFFERENCE:** - (F)\*

**\*SHOULD EQUAL ZERO**

**5% TRUST FUND RESERVE CALCULATION**

**DIVISION OF HISTORICAL RESOURCES  
OPERATING TRUST FUND - 2510  
FY 2010-11 LBR**

<b>FY 2010-11 REVENUE SOURCE</b>	<b>AMOUNT</b>
National Park Service Grant	0.00
National Endowment for the Arts	0.00
Transfer in - DOT	0.00
Coastal Zone Management	0.00
Interest - State Treasury	3,000.00
Underwater Exploration	5,000.00
Archaeological Publications	5,000.00
Preservation of Artifacts	4,000.00
Royalties	1,100.00
Copy Charges	800.00
Rental - The Grove	20,000.00
Total Revenue Subject to 5% Reserve Calculation	38,900.00
Multiplied by 5%	0.05
<b>Total 5% Reserve of Operating Trust Fund</b>	<b>1,945.00</b>

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Department of State**

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 :** Div of Historical Resources Operating Trust Fund 45-20-2-510002

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 08-09 (A01)</b>	<b>Amount FY 09-10 (A02)</b>	<b>Amount FY 10-11 (A03)</b>	<b>Confirmed By</b>
<u>DOT 550000-10-2-540001</u>	<u>088849</u>	<u>164,373</u>	<u>240,950</u>	<u>240,950</u>	<u>Ellyn Hutson-414-4866</u>
<u>DEP 370000-20-2-339074</u>	<u>001500</u>	<u>157,459</u>	<u>46,200</u>	<u>190,000</u>	<u>Kathy Shettle-245-2428</u>
<u>DEP 370000-20-2-261019</u>	<u>001500</u>	<u>38,317</u>	<u>-</u>	<u>-</u>	<u>Kathy Shettle-245-2428</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>				
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

**SCHEDULE 1B: DETAIL OF UNRESERVED FUND BALANCES**

**Budget Period: 2010-2011**

**Department:** 45 Department of State  
**Budget Entity:** 45200700 Historical Resources  
**Fund:** 2510 Operating Trust Fund

(1)	(2)	(3)	(4)
	ACTUAL	ESTIMATED	REQUEST
<u>FUNDING SOURCE - STATE</u>	FY 2008 - 2009	FY 2009 - 2010	FY 2010 - 2011
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b><u>FUNDING SOURCE - NON-STATE</u></b>			
<b><u>National Park Service (NPS)</u></b>	<b>271,128</b>	<b>76,006</b>	<b>129,196</b>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS*</b>	<b>271,128</b>	<b>76,006</b>	<b>129,196</b>

\*Must agree to amounts on Schedule I, Section IV, Line I.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-11</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Historical Resources 45200000
	2510

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	440,573.75	(A)		440,573.75
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	197,121.68	(C)		197,121.68
ADD: Outstanding Accounts Receivable	569.70	(D)		569.70
ADD: _____	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	638,265.13	(F)	-	638,265.13
LESS Allowances for Uncollectibles	-	(G)		-
LESS Approved "A" Certified Forwards	93,783.59	(H)		93,783.59
Approved "B" Certified Forwards	273,075.39	(H)		273,075.39
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	277.67	(I)		277.67
LESS: _____	-	(J)		-
<b>Unreserved Fund Balance, 07/01/2009</b>	<b>271,128.48</b>	(K)	-	<b>271,128.48</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III of the Schedule I for the most recent completed fiscal year and Line A for the following year.

**Executive Office of the Governor  
Inter-Agency Transfers Reported on Schedule I**

**Agency Name Department of State**

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 :** Records Management Trust Fund 45-60-2-572001

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 08-09 (A01)</b>	<b>Amount FY 09-10 (A02)</b>	<b>Amount FY 10-11 (A03)</b>	<b>Confirmed By</b>
HSMV 760000- 20-2-009001	001903	110,849.00	-	-	Stuart Strickland-617-3159

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>				

**FLORIDA STATE RECORDS CENTER  
SOURCE DOCUMENT MICROFILM PROGRAM**

**Fee Schedule and Services  
As of July 1, 2009**

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**MICROFILMING DOCUMENTS**

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16mm Rotary Camera (1,000 images)	\$35.00
16mm Planetary Camera (1,000 images)	\$45.00
35mm "D-Size" (500 images)	\$55.00
35mm Oversized Documents (500 images)	\$90.00

Special Collection Filming Quoted on a Per Job Basis  
Includes cost for camera operator, film, processing, reels, boxes, and equipment cost.

Document Preparation/Indexing (Per Hour)	\$13.00
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Includes removal of staples and other fasteners.

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**PROCESSING MICROFILM**

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16mm (100 ft. roll)	\$ 9.00
16mm (200 ft. roll)	\$ 12.00
35mm (100 ft. roll)	\$12.00

Includes developing, light box inspection, plastic reel, storage box and label.

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**FILM DUPLICATING (100 FT. ROLL)**

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16mm Silver-Direct	\$15.00
16mm Diazo	\$ 10.00
16mm Diazo ( <b>200 ft. roll</b> )	\$12.00
35mm Silver Direct	\$22.00
35mm Diazo	\$12.00

Includes duplicating, light box inspection, plastic reel, storage box and label. Includes processing of silver duplicates.

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**JACKETING MICROFILM**

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16mm or 35mm Original Jackets	\$ 1.25
16mm or 35mm Duplicate Jackets	\$ .30

Includes typing subject strips and loading jackets.

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**MISCELLANEOUS**

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Cartridge/Containers (Includes Material and Labor)	\$8.00
Cartons	\$1.20

**FLORIDA STATE RECORDS CENTER  
COMPUTER OUTPUT MICROFILM PROGRAM**

**Fee Schedule and Services  
As of July 1, 2009**

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**COMPUTER OUTPUT MICROFILM**

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COM Pages [images]	\$ 13.00/per 1,000
Original Fiche	\$ 1.20
Original Rolls	\$ 10.00
Initial COM Project Setup and Test	\$100.00
Revisions to an Existing COM Project Setup	\$100.00
Minimum Monthly Charge	\$100.00

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**COMPUTER OUTPUT MICROFILM DUPLICATION**

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16mm Diazo Roll (100 ft. roll)	\$10.00
Fiche-Diazo	\$ .25
Cartridges/Containers (Includes Material and Labor)	\$ 8.00

**FLORIDA STATE RECORDS CENTER  
ELECTRONIC MEDIA STORAGE PROGRAM**

**Fee Schedule and Services  
As of July 1, 2009**

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**ELECTRONIC MEDIA STORED**

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Computer Tapes (reel to reel)	Floppy Disks
Computer Cartridges	Magnetic Disks
Optical Disks	

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**STORAGE AND RETRIEVAL**

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**Storage Fee:**

\$18.00 Per shelf per month for items stored

**Storage Services Include:**

Short and long term storage.  
Temperature and humidity controlled environment.  
Restricted access vault with intrusion alarm and sprinkler system.

**Pickup and Delivery:**

Quoted on a case by case basis.

**Retrieval Services Include:**

Free retrieval and refile, Monday through Friday, 8:00 a.m. to 5:00 p.m.,  
excluding holidays.  
Shipping charges will be applied outside the Tallahassee area.

**Emergency Retrieval Services Include:**

On-call, twenty-four hours a day, seven days a week access emergency  
Mobile Phone Number (850) 509-0276.

**Emergency Retrieval Fee:**

During non-working hours, a service charge of \$75.00 per hour with one hour  
minimum charge for services. Customers will be required to pick up their  
own emergency retrievals from the State Records Center during non-working hours.

**FLORIDA STATE RECORDS CENTER  
RECORDS STORAGE PROGRAM**

**Fee Schedule and Services  
As of July 1, 2009**

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**ACCESSIONING**

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Services Include:

- On-Site pick-up
- Administrative processing and record keeping
- Total Recall system training

Accessioning Fee:

\$1.35 per cubic foot cartons

Other Records Services:

Quoted on an Hourly Basis

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**STORAGE AND RETRIEVAL**

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Storage Services Include:

- Short and long term storage
- Restricted access area with intrusion alarm and sprinkler system

Retrieval Services Include:

Free retrieval and refile, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Emergency Services:

After hour or holiday reference service: \$75.00 per hour (1 hour minimum)

Storage Fee:

\$ .25 per month per cubic foot carton

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**RECORDS STORAGE CARTONS**

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Carton Fee:

\$30.00 per flat. A flat is a bundle of 25 cartons.

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**DISPOSAL OR PERMANENT WITHDRAWAL OF RECORDS STORAGE CARTONS**

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Services Include:

- Free monitoring of record retention schedules
- Free notification of destruction of eligible records

Disposal Fee:

\$ .35 per cubic foot carton

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**DISPOSAL OF RECORDS NOT STORED IN STATE RECORDS CENTER**

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Services Include:

- Pick up in Tallahassee area

Disposal Fee:

\$1.25 per cubic foot carton

**FLORIDA STATE RECORDS CENTER  
SECURITY MICROFILM STORAGE PROGRAM**

**Fee Schedule and Services  
As of July 1, 2009**

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**ACCESSIONING**

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Services Include:

- Preliminary inspection for ready contamination
- Associated transfer documentation including container listing

Accession Fee:

Rolls must be in inert/acid free containers. Otherwise, \$.05 per box plus \$20 per hour labor will be charged.

- Microfilm: \$ .10 per 16mm or 35mm roll
- Microfiche: \$ .10 per 35 fiche (35 fiche minimum)

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**STORAGE AND RETRIEVAL**

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Storage Services Include:

- Temperature and humidity controlled environment
- Secure fire-proof vault storage
- Periodic film inspection

Retrieval Services Include:

- Free retrievals and refiles
- Free pickup and delivery within the Tallahassee area (shipping charges will be applied outside the Tallahassee area)

Emergency Services:

After hour or holiday reference service: \$ 75.00 per hour (1 hour minimum)

Other additional services: \$ 20.00 per hour

Storage Fee:

- Microfilm: \$ .03 per 16mm or 35mm roll per month (\$ .36 per year)
- Microfiche: \$ .03 per 35 fiche per month (35 fiche minimum) (\$ .36 per year)

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**MICROFILM DISPOSAL/PERMANENT WITHDRAWAL**

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Disposal Fee:

- Microfilm: \$ .35 per 16mm or 35mm roll
- Microfiche: \$ .35 per 35 fiche

Permanent Withdrawal Fee:

- Microfilm: \$ .05 per 16mm or 35mm roll
- Microfiche: \$ .05 per 35 fiche

Services Include:

- Free Monitoring of Retention Schedule
- Free Notification of Destruction Eligibility
- Assurance that film will be disposed of to preserve integrity and safeguard against environmental contamination.

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**FILM DUPLICATING**

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16mm Silver-Direct Rolls	\$15.00
16mm Diazo Rolls	\$ 10.00
16mm Diazo ( <b>200 ft. roll</b> )	\$12.00
35mm Silver Direct Rolls	\$22.00
35mm Diazo Rolls	\$12.00
16mm or 35mm Duplicate Jackets or Fiches	\$ .30

**SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS**

**Department:** 45 State **Budget Period:** 2010-2011  
**Program:** 0309.00.00.00 Educational Support  
**Fund:** 2572 Records Management Trust Fund

**Specific Authority:** Chapters 120.55 and 257.375 F.S.  
**Purpose of Fees Collected:** Funds deposited in the Records Management Trust Fund shall be used to support programs of State Archives, Records & Information Management and Administrative Code/Weekly/Laws.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach <b>Examination of Regulatory Fees Form - Part I and II.</b> )
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2008-2009</b>	<b>FY 2009-2010</b>	<b>FY 2010-2011</b>
<u>Receipts:</u>			
<u>Microfilm/Archival Storage</u>	1,340,371	1,350,000	1,350,000
<u>Advertising Florida Administrative Weekly</u>	928,850	929,000	929,000
<u>Cert Copies/Royalties/Recycling/Surplus</u>	68,730	69,300	69,300
<u>Unencumbered Cash</u>	501,867	955,922	573,576
<b>Total Fee Collection to Line (A) - Section III</b>	<b>2,839,818</b>	<b>3,304,222</b>	<b>2,921,876</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,340,938	1,388,206	1,398,331
Other Personal Services	33,943	52,412	52,412
Expenses	411,307	785,866	785,866
Operating Capital Outlay	7,165	9,740	9,740
<u>Contracted Services/TR/DMS/HR Svcs</u>	97,820	49,022	199,022
<u>Lump Sum/Electronic Publications</u>	-	401,000	-
Indirect Costs Charged to Trust Fund	-	-	-
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,891,173</b>	<b>2,686,246</b>	<b>2,445,371</b>

Basis Used: \_\_\_\_\_  
 \_\_\_\_\_

<b><u>SECTION III - SUMMARY</u></b>			
TOTAL SECTION I	(A)	2,839,818	2,921,876
TOTAL SECTION II	(B)	1,891,173	2,445,371
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>948,645</b>	<b>476,505</b>

**EXPLANATION of LINE C:**  
 \_\_\_\_\_  
 \_\_\_\_\_



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2010-11</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Records Management Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Library and Information Services 45400000
	2572

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	870,494.00	(A)		870,494.00
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	-	(C)		-
ADD: Outstanding Accounts Receivable	97,674.14	(D)		97,674.14
ADD: _____	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	968,168.14	(F)	-	968,168.14
LESS Allowances for Uncollectibles	-	(G)		-
LESS Approved "A" Certified Forwards	4,967.31	(H)		4,967.31
Approved "B" Certified Forwards	-	(H)		-
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	7,279.21	(I)	-	7,279.21
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/2009</b>	<b>955,921.62</b>	(K)	-	<b>955,921.62</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

\*\* This amount should agree with Line G, Section III 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 2010-11

Department Title: Department of State  
Trust Fund Title: Records Management Trust Fund  
LAS/PBS Fund Number: 2572

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-09	(852,521.76)	(A)
Add/Subtract:		
Prior Year Financial Statement Adjustments	-	(B)
Other Adjustment(s):		
Supply Inventory	3,653.08	(C)
Current Compensated Absences	(36,485.78)	(C)
Compensated Absences Liability	(70,567.16)	(C)

**ADJUSTED BEGINNING TRIAL BALANCE:** (955,921.62) (D)

**UNRESERVED FUND BALANCE, SCHEDULE 1C** (955,921.62) (E)

**DIFFERENCE:** - (F)\*

**\*SHOULD EQUAL ZERO**

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

Department:	State
Fund Name:	Records Management Trust Fund
FLAIR #.*	45-2-572
Name, Position, and Telephone No. of Person Completing Form:	Barbara Leonard, Chief, Bureau of Planning, Budget and Financial Services, 245-6201
<b>Type of Action Requested :</b>  (Check one)	<input type="checkbox"/> <b>Exempt From Termination</b> <input type="checkbox"/> <b>Re-create without modification</b> (last action was initial create)
	<input checked="" type="checkbox"/> <b>Retain without modification</b> <input type="checkbox"/> <b>Re-create/Retain with modification</b> (last action was re-create)
	<input type="checkbox"/> <b>Create New Fund</b> <input type="checkbox"/> <b>Terminate Existing Fund</b>

\* 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.	ss. 120.55 & 257.375 Florida Statutes, Chapter 2004-200 LOF.
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	Records management fees for accession, storage, destruction, <u>records management training</u> , administrative code royalties, <u>Florida Administrative Weekly</u> line charges.
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.	
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	N/A
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	N/A
6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	The life-cycle of a record may end in destruction, but some records have a permanent retention or are identified with historical value. Records that are retained for historical value move to the State Archives and custodianship of the records changes from the originating agency to the Department of State. Records management fees only pay for accession, storage and destruction of records <u>and public records training</u> . Once a record is accessioned to the <u>State</u> Archives and custodianship changes, there are no fees to cover its preservation.

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 Florida Constitution, list the specific exemptions that apply.	N/A
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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.	This trust fund supports the following activities: Operation of the Florida State Records Center; Records Management <u>training and services</u> ; and <del>Administrative Laws, Code and</del> <u>Florida Administrative Weekly</u> .
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	

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 s. 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.	

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

Department:	State
Fund Name:	Federal Grants Trust Fund
FLAIR #.*	45-2-
Name, Position, and Telephone No. of Person Completing Form:	Barbara Leonard, Chief, Bureau of Planning, Budget and Financial Services; 245-6201
<b>Type of Action Requested :</b>  (Check one)	<input type="checkbox"/> <b>Exempt From Termination</b> <input type="checkbox"/> <b>Re-create without modification</b> <span style="padding-left: 150px;">(last action was initial create)</span>  <input type="checkbox"/> <b>Retain without modification</b> <input type="checkbox"/> <b>Re-create/Retain with modification</b> <span style="padding-left: 150px;">(last action was re-create)</span>  <input checked="" type="checkbox"/> <b>Create New Fund</b> <input type="checkbox"/> <b>Terminate Existing Fund</b>

\* 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.	
2	List the specific sources of receipts to the trust fund and the statutory references for those receipts.	N/A
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.	<u>Regarding the use of program funds (how they can and cannot be used), limits to administrative costs, MOE requirements, etc.:</u> <u>20 USC CHAPTER 72 - MUSEUM AND LIBRARY SERVICES--Library Services and Technology Act</u> <u>36 CFR Part 1206--National Historical Publications and Records Commission</u> <u>Regarding expenditures that are allowable and not allowable:</u> <u>CFR 2, part 220: COST PRINCIPLES FOR EDUCATIONAL INSTITUTIONS (OMB CIRCULAR A-21)</u> <u>CFR 2, part 225: COST PRINCIPLES FOR STATE, LOCAL, AND INDIAN TRIBAL GOVERNMENTS (OMB CIRCULAR A-87)</u> <u>CFR 2, part 230: COST PRINCIPLES FOR NON-PROFIT ORGANIZATIONS (OMB CIRCULAR A-122)</u>
4	If any source of receipts is federal, describe any restrictions on those receipts that are inconsistent with how the state does business.	Federal Help America Vote Act funds on deposit with the state accrue interest which is not returned to the federal government; but is retained to fund HAVA activities.
5	If this trust fund could be combined with other agency trust funds that accomplish a similar purpose, list those trust funds.	N/A

6	If General Revenue funding supports the same programs or activities that the trust fund supports, provide a justification.	N/A
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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 Florida Constitution, list the specific exemptions that apply.	N/A
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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.	
9	Describe any modifications the agency is requesting when this fund is re-created/retained. Attach draft legislation to accomplish the requested change.	

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.	N/A
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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 s. 215.3207, <i>Florida Statutes</i> .	Federal Grants Trust Fund. Grants from the Institute for Museum and Library Sciences; the U. S. Elections Assistance Commission; the National Park Service; the National Endowment for the Arts; the U. S. Department of Transportation; the National Archives and Records Administration.
12	Describe the specific impact on any other trust fund or the General Revenue Fund from the creation of this new trust fund.	The U. S. DOT grant is done through reimbursement of expenditures by the Historical Resources Operating Trust Fund. Cashflow may be a problem.
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.	Indefinitely. Will not be needed if all federal funding ceases.

**PROPOSED LEGISLATION  
CREATE CLEARING FUNDS TRUST FUND**

An act relating to trust funds; creating the Clearing Funds Trust Fund within the Department of State; providing for sources of funds and purposes; providing for future review and termination or re-creation of the trust fund; providing an effective date.

Section 1. (1) The Clearing Funds Trust Fund is created within the Department of State.

(2) The trust fund is established for use as a depository for funds collected and pending transfer to other entities pursuant to Florida Statutes. Moneys to be credited to the trust fund shall consist of candidate filing fees and fines, notary surcharge, campaign finance contributions, elections assessments and cable franchise fees pending transfer to other entities.

(3) In accordance with Section 19(f)(2), Article III of the State Constitution, the Clearing Funds Trust Fund shall, unless terminated sooner, be terminated on\_\_\_\_\_. Before its scheduled termination, the trust fund shall be reviewed as provided in s. 215.3206(1) and (2), Florida Statutes.

Section 2. This act shall take effect \_\_\_\_\_.



**PROPOSED LEGISLATION**  
**CREATE FEDERAL GRANTS TRUST FUND**

An act relating to trust funds; creating the Federal Grants Trust Fund within the Department of State; providing for sources of funds and purposes; providing for future review and termination or re-creation of the trust fund; providing an effective date.

Section 1. (1) The Federal Grants Trust Fund is created within the Department of State.

(2) The trust fund is established for use as a depository for funds to be used for allowable grant activities funded by restricted program revenues from federal sources. Moneys to be credited to the trust fund shall consist of grants and funding from the Federal Government, interest earnings, and cash advances from other trust funds. Funds shall be expended only pursuant to legislative appropriation or an approved amendment to the department's operating budget pursuant to the provisions of chapter 216, Florida Statutes.

(3) In accordance with Section 19(f)(2), Article III of the State Constitution, the Federal Grants Trust Fund shall, unless terminated sooner, be terminated on July 1, 2014. Before its scheduled termination, the trust fund shall be reviewed as provided in s. 215.3206(1) and (2), Florida Statutes.

Section 2. This act shall take effect \_\_\_\_\_.

**PROPOSED LEGISLATION**  
**RE-CREATE GRANTS AND DONATIONS TRUST FUND**

An act relating to trust funds; re-creating the Grants and Donations Trust Fund within the Department of State with modification; and carrying forward current balances and continuing current sources and uses thereof; providing an effective date.

WHEREAS, the Legislature wishes to extend the life of the Grants and Donations Trust Fund within the Department of State, which is otherwise scheduled to be terminated pursuant to constitutional mandate, and

WHEREAS, the Legislature has reviewed the trust fund before its scheduled termination date and has found that it continues to meet an important public purpose, and

WHEREAS, the Legislature has found that existing public policy concerning the trust fund sets adequate parameters for its use, NOW, THEREFORE,

Be it enacted by the Legislature of the State of Florida:

Section 1. (1) The Grants and Donations Trust Fund within the Department of State, FLAIR number 45-2-339, which is to be terminated pursuant to Section 19(f), Article III of the State Constitution on \_\_\_\_\_, is re-created.

(2) All current balances of the trust fund are carried forward, and all current sources and uses of the trust fund are continued.

Section 2. This act shall take effect \_\_\_\_\_.

**PROPOSED LEGISLATION**  
**RE-CREATE RECORDS MANAGEMENT TRUST FUND**

An act relating to trust funds; re-creating the Records Management Trust Fund within the Department of State with modification; and carrying forward current balances and continuing current sources and uses thereof; providing an effective date.

WHEREAS, the Legislature wishes to extend the life of the Records Management Trust Fund within the Department of State, which is otherwise scheduled to be terminated pursuant to constitutional mandate, and

WHEREAS, the Legislature has reviewed the trust fund before its scheduled termination date and has found that it continues to meet an important public purpose, and

WHEREAS, the Legislature has found that existing public policy concerning the trust fund sets adequate parameters for its use, NOW, THEREFORE,

Be it enacted by the Legislature of the State of Florida:

Section 1. (1) The Records Management Trust Fund within the Department of State, FLAIR number 45-2-572, which is to be terminated pursuant to Section 19(f), Article III of the State Constitution on \_\_\_\_\_, is re-created.

(2) All current balances of the trust fund are carried forward, and all current sources and uses of the trust fund are continued.

Section 2. This act shall take effect \_\_\_\_\_.