

# **Legislative Budget Request**

**FY 2011-12**



## **Department of Legal Affairs**

### **Schedule I: Department Level Manual Related Documents**

**PL 01 The Capital**  
**Tallahassee, Florida 32399-1050**













































































































































































## Adjustment Narrative

<b>FUND: FL.CRIME PREV TR IN REV TF 2302</b>				
SECTION III: ADJUSTMENTS		OBJECT CODE	COL A01 ACT PR YR EXP 2009-10	Narrative
04	Rounding Error	991000	3	Rounding error
06	CF REVERSON 9/30	991000	46	reversion of CF appropriations as of 09/30/09
11	LINE A ADJ-A/P NOT CF PRIOR YEAR	991000	2,509	adjustments to prior year A/P not certified

**5 Percent Trust Fund Reserve Calculation**  
**FL Crime Prevention Training Institute Revolving Trust Fund**  
**LAS/PBS Fund 2302**

<b>Total Revenues for Fiscal Year 10-11</b>	<b>546,060.00</b>
<b>Less Non-Operating Transfer to Administrative TF:</b>	<b>(23,988)</b>
<b>Less Service Charge to General Revenue 8%:</b>	<b>(31,407)</b>
<b>Total Revenue Subject to 5% Reserve Calculation</b>	<b>\$ 490,665</b>
<b>Multiplied by 5%</b>	<b>X 5%</b>
<b>Total 5% Reserve for FCPTIR Trust Fund</b>	<b>24,533.25</b>



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal A
<b>Budget Entity:</b>	FL Crime Prevention Training Institute Revolving Trust Fund
<b>LAS/PBS Fund Number:</b>	2302

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	223,134.04	(A)		223,134.04
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	5,000.00	(D)		5,000.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>228,134.04</b>	(F)		<b>228,134.04</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(7,791.79)	(H)		(7,791.79)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(10,267.28)	(I)		(10,267.28)
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>210,074.97</b>	(K)		<b>210,074.97</b> **

**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: 2011 - 2012**

**Department Title:** Department of Legal Affairs  
**Trust Fund Title:** FL Crime Prevention Training Institute Revolving Trust Fund  
**LAS/PBS Fund Number:** 2302

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010  (A)

**Add/Subtract:**  (B)

**Other Adjustment(s):**

Furniture & Equipment  (C)

Accumulated Depreciation  (C)

Invested in Capital Assets Net of Releted Debt  (C)

Compensated Absence Liability  (C)

A/P Not CF  (C)

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

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

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# Schedule I Series

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## Department of Legal Affairs

### Grants and Donations Trust Fund

2339

Revenue Estimating Methodology Narrative  
Grants and Donations Trust Fund  
LAS/PBS Code 2339

Revenue estimate calculations for Fiscal Year 2010-11 and 2011-12 are based on the following methodology:

Revenues are based on current funds received from the federal asset-sharing program with the US Department of Justice and Section 937.701 Florida Statutes, the Florida contraband Forfeiture Act.

**5 Percent Trust Fund Reserve Calculation**  
**Grants and Donations Trust Fund**  
**LAS/PBS Fund 2339**

<b>Total Revenues for Fiscal Year 10-11</b>	<b>2,000,000.00</b>
<b>Less Service Charge to General Revenue 8%:</b>	<b>(120,000)</b>
<b>Total Revenue Subject to 5% Reserve Calculation</b>	<b>\$ 1,880,000</b>
<b>Multiplied by 5%</b>	<b>X 5%</b>
<b>Total 5% Reserve for FCPTIR Trust Fund</b>	<b>94,000.00</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal A
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	498,737.44	(A)		498,737.44
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	1,847,364.33	(D)		1,847,364.33
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>2,346,101.77</b>	(F)		<b>2,346,101.77</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(16,655.54)	(I)		(16,655.54)
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>2,329,446.23</b>	(K)		<b>2,329,446.23</b> **

**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: 2011 - 2012**

<b>Department Title:</b>	<u>Department of Legal Affairs</u>
<b>Trust Fund Title:</b>	<u>Grants &amp; Donations Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2339</u>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010  (A)

**Add/Subtract:**  (B)

**Other Adjustment(s):**

(C)

(C)

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

**UNRESERVED FUND BALANCE, SCHEDULE IC**  (E)

**DIFFERENCE:**  (F)\*

**\*SHOULD EQUAL ZERO.**

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# Schedule I Series

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## Department of Legal Affairs

### Legal Services Trust Fund

2438



Revenue Estimating Methodology Narrative  
Legal Services Trust Fund  
LAS/PBS Code 2438

Revenue estimate calculations for Fiscal Year 2010-11 and 2011-12 are based on the following methodology:

Sales of Goods/Services to State Agencies and Sales of Goods Outside State Government have been projected assuming an annual 3% growth rate year over year for Fiscal Year 2010-11 and Fiscal Year 2011-12. This high rate of increase is a result of an agency effort to increase work from other agencies.

Fines, Forfeitures and Judgments and Sales of Services Outside of State Governments were estimated for Fiscal Year 2010-11 using a four year average and a three percent increase for Fiscal Year 2011-12. The Eminent Domain Unit has had reduced revenues based on the Department of Transportation transferring their eminent domain work in-house. The Eminent Domain Unit has been working on increasing the services provided to many local governments across the state.

The Inter-Agency Transfer forms reflect the actual prior year payments from agencies. Out years are not estimated due to the nature of legal cases.

Due to the economic recession revenue collections have been lower than projected. As the economy continues to improve the revenue collections are projected to increase. There is not a need for a reduction in the appropriation because it is anticipated the revenues will increase to previous levels.

## Adjustment Narrative

<b>FUND: LEGAL SERVICES TRUST FUND 2438</b>				
SECTION III: ADJUSTMENTS		OBJECT CODE	COL A01 ACT PR YR EXP 2009-10	Narrative
01	CF REVERSIONS 9/30	991000	45,629	reversion of CF appropriations as of 09/30/09
13	ADJUSTMENT TO BALANCE TO SCHEDULE IC	991000	19,397	adjustment required to balance Schedule I to Schedule IC
16	LINE A ADJUSTMENT-A/P NOT CF PRIOR YEAR	991000	241,024	adjustment to prior year A/P not certified

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

**Agency Name Department of Legal Affairs**

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 :** Legal Services Trust Fund - 60-2-438001

<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>
LEG - 000499	030000	195,499.06			
DEP - 348018	084108	229,952.09			
DEP - 348019	084108	141,719.27			
DFS - 078001	005800	201,305.00			
DFS - 078001	310217	4,112,257.81			
DOT - 540001	030000	204,457.00			
DCF - 000326	100777	274,204.78			Frank Liro
DCF - 000326	103034	4,454,469.80			Frank Liro
DCF - 261015	100777	172,003.22			Frank Liro
DCF - 261015	103034	3,955,365.00			Frank Liro
DCF - 516015	100777	297,846.40			Frank Liro
DCF - 516015	103034	104,632.21			Frank Liro
DOH - 168001	100497	227,438.71			
DOH - 352001	100777	1,178,716.44			
APD - 000328	106090	460,483.22			
ACHA - 021010	030000	224,632.96			
ACHA - 021010	100777	261,788.64			
DOC - 000364	040000	1,327,775.52			
DMS - 105001	001903	112,540.28			

DMS - 313001	002103	646,132.04		
DMS - 678001	001903	136,257.00		
DOR - 261017	102877	6,984,437.62		
DOR - 510022	100777	1,412,238.00		
DPPR - 021008	030000	203,344.45		
DBPR - 547001	030000	224,770.00		
DBPR - 547001	100047	889,080.00		

Office of Policy and Budget - July 2010

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal A
<b>Budget Entity:</b>	Legal Services Trust Fund
<b>LAS/PBS Fund Number:</b>	2438

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	284,793.23	(A)		284,793.23
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	2,917,860.80	(D)		2,917,860.80
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>3,202,654.03</b>	(F)		<b>3,202,654.03</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(574,078.91)	(H)		(574,078.91)
Approved "B" Certified Forwards	(69,605.02)	(H)		(69,605.02)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(1,235,769.83)	(I)		(1,235,769.83)
LESS: Unearned Revenue	(50,941.60)	(J)		(50,941.60)
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>1,272,258.67</b>	(K)		<b>1,272,258.67</b> **

**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: 2011 - 2012**

<b>Department Title:</b>	<b>Department of Legal Affairs</b>
<b>Trust Fund Title:</b>	<b>Legal Services Trust Fund</b>
<b>LAS/PBS Fund Number:</b>	<b>2438</b>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010	<b>(1,784,497.44)</b> (A)
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**Add/Subtract:**

CF "B" Items	<b>(69,605.02)</b> (B)
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**Other Adjustment(s):**

A/P Not CF	<b>8,037.24</b> (C)
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Compensated Absence Liability	<b>3,118,323.89</b> (C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>1,272,258.67</b> (D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<b>1,272,258.67</b> (E)
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<b>DIFFERENCE:</b>	<b>0.00</b> (F)*
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**\*SHOULD EQUAL ZERO.**

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# Schedule I Series

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## Department of Legal Affairs

### Legal Affairs Revolving Trust Fund

2439

Revenue Estimating Methodology Narrative  
Legal Affairs Revolving Trust Fund  
LAS/PBS Code 2439

Revenue estimate calculations for Fiscal Year 2010-11 and 2011-12 are based on the following methodology:

Sales of Goods/Services Outside State Government and Fines, Forfeitures and Judgments have been projected using a four year average for Fiscal Year 2010-11 and an annual 3% growth rate for Fiscal Year 2011-12 to smooth the volatility of these collections.



## Adjustment Narrative

<b>FUND: LEGAL AFFAIRS REVOLVING TF 2439</b>				
SECTION III: ADJUSTMENTS				
	OBJECT CODE	COL A01 ACT PR YR EXP 2009-10	Narrative	
	-			
01	CERTIFIED FORWARD REVERSION 9/30	991000	440,038	reversion of CF appropriations as of 09/30/09
17	ADJUSTMENT TO LINE A - PY A/P NOT CF	991000	85,739	adjustment to reverse a prior year A/P not certified
18	CHANGE IN COMPENSATED ABSENCE LIABILITY	991000	15,938	net change in compensated absence liability from FY08-09 to FY09-10

**5 Percent Trust Fund Reserve Calculation  
Legal Affairs Revolving Trust Fund  
LAS/PBS Fund 2439**

<b>Total Revenues for Fiscal Year 10-11</b>	<b>\$ 17,416,971</b>
<b>Less Non-Operating Transfer to Administrative Trust Fund</b>	<b>(1,150,078)</b>
<b>Less Service Charge to General Revenue 8.0%</b>	<b>(1,393,358)</b>
	<hr/>
<b>Total Revenue Subject to 5% Reserve Calculation</b>	<b>\$ 14,873,535</b>
	<hr/> <hr/>
<b>Multiplied by 5%</b>	<b>X 5%</b>
	<hr/>
<b>Total 5% Reserve for Motor Vehicle Warranty Trust Fund</b>	<b>\$ 743,677</b>
	<hr/> <hr/>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal A
<b>Budget Entity:</b>	Legal Affairs Revolving Trust Fund
<b>LAS/PBS Fund Number:</b>	2439

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	23,410,799.18	(A)		23,410,799.18
ADD: Other Cash (See Instructions)	10,000.00	(B)		10,000.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	8,831,705.13	(D)		8,831,705.13
ADD: Long-term Deferred Revenue	(3,189,012.59)	(E)		(3,189,012.59)
<b>Total Cash plus Accounts Receivable</b>	<b>29,063,491.72</b>	(F)		<b>29,063,491.72</b>
LESS Allowances for Uncollectibles	(1,906,397.09)	(G)		(1,906,397.09)
LESS Approved "A" Certified Forwards	(193,587.97)	(H)		(193,587.97)
Approved "B" Certified Forwards	(15,115.08)	(H)		(15,115.08)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(417,042.44)	(I)		(417,042.44)
LESS: Deferred Revenue	(2,172,006.00)	(J)		(2,172,006.00)
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>24,359,343.14</b>	(K)		<b>24,359,343.14</b> **

**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: 2011 - 2012**

<b>Department Title:</b>	<b>Department of Legal Affairs</b>
<b>Trust Fund Title:</b>	<b>Legal Affairs Revolving Trust Fund</b>
<b>LAS/PBS Fund Number:</b>	<b>2439</b>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010	<b>24,356,689.66</b>	(A)
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<b>Add/Subtract:</b>		(B)
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**Other Adjustment(s):**

A/P Not CF	2,653.48	(C)
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		(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>24,359,343.14</b>	(D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<b>24,359,343.14</b>	(E)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(F)*
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**\*SHOULD EQUAL ZERO.**

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# Schedule I Series

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## Department of Legal Affairs

### Motor Vehicle Warranty Trust Fund

2492

Revenue Estimating Methodology Narrative  
Motor Vehicle Warranty Trust Fund  
LAS/PBS Code 2492

Revenue estimate calculations for Fiscal Year 2010-11 and 2011-12 are based on the following methodology:

Due to the state of the economy, transfers in required by law and Sales of Goods Outside State Government, Fines, forfeitures and judgments and Transfers in from the Department of Revenue were lower than anticipated for Fiscal Year 2009-10. Fiscal Year 2010-11 is based on a five year average to smooth volatility and randomness. As the economy continues to improve the sale of automobiles will continue to increase. Fiscal Year 2011-12 is projected assuming an annual 3% growth rate.

Due to the economic recession revenue collections have been lower than projected. As the economy continues to improve the revenue collections are projected to increase. There is not a need for a reduction in the appropriation because it is anticipated the revenues will increase to previous levels.

## Adjustment Narrative

<b>FUND: MOTOR VEHICLE WARRANTY TF 2492</b>			
SECTION III: ADJUSTMENTS		COL A01 ACT PR YR EXP 2009-10	Narrative
	OBJECT CODE	-	
01	CERTIFIED FORWARD REVERSION 09/30/07	991000	264
			reversion of CF appropriations as of 09/30/09

**5 Percent Trust Fund Reserve Calculation  
Motor Vehicle Warranty Trust Fund  
LAS/PBS Fund 2492**

<b>Total Revenues for Fiscal Year 09-10</b>	<b>\$ 1,787,046</b>
<b>Less Non-Operating Transfer to Administrative Trust Fund</b>	<b>(50,000)</b>
<b>Less Transfer to Department of Agriculture</b>	<b>(241,181)</b>
<b>Less Service Charge to General Revenue 8.0%</b>	<b>(9,883)</b>
	<hr/>
<b>Total Revenue Subject to 5% Reserve Calculation</b>	<b>\$ 1,485,982</b>
	<hr/> <hr/>
<b>Multiplied by 5%</b>	<b>X 5%</b>
	<hr/>
<b>Total 5% Reserve for Motor Vehicle Warranty Trust Fund</b>	<b>\$ 74,299</b>
	<hr/> <hr/>



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

**Agency Name Department of Legal Affairs**

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 :** Motor Vehicle Warranty Trust Fund - 20-2-492001

<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>
DOR - 730000-20-2-492002	001600	964,723.00			Left message no reply

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</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>
DACS - 420000-20-2-32100	181075	241,181.00	241,181.00	241,181.00	Derek Buchanan

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal A
<b>Budget Entity:</b>	Motor Vehicle Warrant Trust Fund
<b>LAS/PBS Fund Number:</b>	2492

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>106,068.62</b>	(A)		106,068.62
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	84,407.54	(D)		84,407.54
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>190,476.16</b>	(F)		<b>190,476.16</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	(18,764.92)	(H)		(18,764.92)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(23,747.35)	(I)		(23,747.35)
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>147,963.89</b>	(K)		<b>147,963.89</b> **

**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: 2011 - 2012**

<b>Department Title:</b>	<b>Department of Legal Affairs</b>
<b>Trust Fund Title:</b>	<b>Motor Vehicle Warrant Trust Fund</b>
<b>LAS/PBS Fund Number:</b>	<b>2492</b>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010	<b>147,665.80</b>	(A)
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<b>Add/Subtract:</b>		(B)
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**Other Adjustment(s):**

Due to Not CF	298.09	(C)
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		(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>147,963.89</b>	(D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<b>147,963.89</b>	(E)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(F)*
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**\*SHOULD EQUAL ZERO.**

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# Schedule I Series

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## Department of Legal Affairs

### Operating Trust Fund

**2510**

Revenue Estimating Methodology Narrative  
Operating Trust Fund  
LAS/PBS Code 2510

Revenue estimate calculations for Fiscal Year 2010-11 and 2011-12 are based on the following methodology:

Fines, forfeitures and judgments are based on an average of the previous two fiscal years for Fiscal Year 2010-11 and an increase of 3% for Fiscal Year 2011-12.

## Adjustment Narrative

FUND: OPERATING TF 2511				
SECTION III: ADJUSTMENTS		COL A01 ACT PR YR EXP 2009-10	Narrative	
	OBJECT CODE			
01	ROUNDING ERROR	991000	5	adjustment due to rounding
02	CF Reversions 9/30	991000	457	Reversion of CF appropriations as of 9/30/09
03	LT Deferred Revenue	991000	1,526,118	Long-term deferred revenue
04	Prior YR A/P not CF	991000	10,041	Adjustments to prior year A/P not certified
05	Adj to Balance to Schedule IC-Line K	991000	17,995	Adjustment required to balance Schedule I to Schedule IC

**5 Percent Trust Fund Reserve Calculation  
Operating Trust Fund  
LAS/PBS Fund 2501**

<b>Total Revenues for Fiscal Year 09-10</b>	<b>\$ 3,790,727</b>
<b>Less Non-Operating Transfer to Administrative Trust Fund</b>	<b>(68,759)</b>
<b>Less Service Charge to General Revenue 8.0%</b>	<b>(303,258)</b>
	<hr/>
<b>Total Revenue Subject to 5% Reserve Calculation</b>	<b>\$ 3,418,710</b>
	<hr/> <hr/>
<b>Multiplied by 5%</b>	<b>X 5%</b>
	<hr/>
<b>Total 5% Reserve for Florida Elections Commission Trust Fund</b>	<b>\$ 170,936</b>
	<hr/> <hr/>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal A
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	2510

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	5,513,276.26	(A)		5,513,276.26
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	9,029,485.29	(D)	(900.00)	9,028,585.29
ADD: Long-Term Deferred Revenue (A/R)		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>14,542,761.55</b>	(F)		<b>14,541,861.55</b>
LESS Allowances for Uncollectibles	(6,984,490.06)	(G)		(6,984,490.06)
LESS Approved "A" Certified Forwards	(62,684.65)	(H)		(62,684.65)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(1,867,513.85)	(I)		(1,867,513.85)
LESS: Deferred Revenue	(315,763.00)	(J)		(315,763.00)
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>5,312,309.99</b>	(K)		<b>5,311,409.99</b> **

**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: 2011 - 2012**

<b>Department Title:</b>	<b>Department of Legal Affairs</b>
<b>Trust Fund Title:</b>	<b>Operating Trust Fund</b>
<b>LAS/PBS Fund Number:</b>	<b>2510</b>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010	<b>3,785,452.31</b>	(A)
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**Add/Subtract:**

SWFS Adj to GL 16300	(900.00)	(B)
SWFS Adj to GL 35600 PY	31.00	(B)

**Other Adjustment(s):**

Due To Not CF	708.49	(C)
Long-Term Deferred Revenue	1,526,118.19	(C)

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>5,311,409.99</b>	(D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<b>5,311,409.99</b>	(E)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(F)*
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**\*SHOULD EQUAL ZERO.**

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# **Schedule I Series**

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## **Department of Legal Affairs**

### **Elections Commission Trust Fund**

**2511**

Revenue Estimating Methodology Narrative  
Florida Elections Commission Trust Fund  
LAS/PBS Code 2511

Revenue estimate calculations for Fiscal Year 2010-11 and 2011-12 are based on the following methodology:

Fees transferred from the Department of State (DOS) and Fees for Fiscal Year 2010-11 have been estimated based revenues collected during Fiscal Year 07-08, the last non-election year.

Fees transferred from the Department of State (DOS) and Fees collected by the commission for Fiscal Year 2011-12 have been estimated based revenues collected during Fiscal Years 2009-10, the last major election year. Candidates will be submitting filing fees for the November 2012 election by June of that year.

In Fiscal Year 2011-12, it is projected that there will not be enough revenues to support the functions of the commission. Therefore, the Commission is requesting a onetime General Revenue infusion to continue operations.

## Adjustment Narrative

**FUND: ELECTIONS COMMISSION TF 2511**

SECTION III: ADJUSTMENTS

OBJECT  
CODE

COL A01  
ACT PR YR  
EXP 2009-10

Narrative

	OBJECT CODE	COL A01 ACT PR YR EXP 2009-10	Narrative
03 ROUNDING ERROR	991000	8	adjustment due to rounding
06 C/F Reversions 09/30	991000	231	reversion of CF appropriations as of 09/30/09

**5 Percent Trust Fund Reserve Calculation  
Florida Elections Commission Trust Fund  
LAS/PBS Fund 2511**

<b>Total Revenues for Fiscal Year 10-11</b>	<b>\$ 717,140</b>
<b>Less Non-Operating Transfer to Administrative Trust Fund</b>	<b>(80,265)</b>
<b>Less Service Charge to General Revenue 8.0%</b>	<b>(50,537)</b>
	<hr/>
<b>Total Revenue Subject to 5% Reserve Calculation</b>	<b>\$ 586,338</b>
	<hr/> <hr/>
<b>Multiplied by 5%</b>	<b>X 5%</b>
	<hr/>
<b>Total 5% Reserve for Florida Elections Commission Trust Fund</b>	<b>\$ 29,317</b>
	<hr/> <hr/>

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

**Agency Name Legal Affairs**

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 :** Elections Commission Trust Fund 5211

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 09-10 (A01)</b>	<b>Amount FY 10-11 (A02)</b>	<b>Amount FY 11-12 (A03)</b>	<b>Confirmed By</b>
DOS 450000-20-2-510001-4510020000	001500	509,171.00			Barbara Leonard 245-6201
DOS 450000-20-2-537001	001500		85,427.00	511,576.00	Barbara Leonard

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

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

**Department:** Department of Legal Affairs                                  **Budget Period:** 2011-2012  
**Program:** Florida Elections Commission  
**Fund:** Florida Elections Commission Trust Fund

**Specific Authority:** 99.092, Florida Statutes  
**Purpose of Fees Collected:** Elections Assessment Fees collected through the Department of State and directly by the Commission

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 Examination of Regulatory Fees Form - Part I and II.)
<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.)

**SECTION I - FEE COLLECTION**

	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2009 - 2010</b>	<b>FY 2010 - 2011</b>	<b>FY 2011 - 2012</b>
<b>Receipts:</b>			
<u>Elections Assessment Fee</u>	623,000	631,713	175,527
<u>Transfers / DOS Election Fees</u>	509,171	85,427	511,576
_____			
_____			
<b>Total Fee Collection to Line (A) - Section III</b>	<b>1,132,171</b>	<b>717,140</b>	<b>687,103</b>

**SECTION II - FULL COSTS**

<b>Direct Costs:</b>			
Salaries and Benefits	943,255	967,048	1,037,017
Other Personal Services	-	76,354	76,354
Expenses	126,315	232,569	232,569
Operating Capital Outlay	-	10,000	10,000
<u>Transfer to Division of Admin Hearings</u>	17,977	85,063	85,063
<u>Contracted Services</u>	10,238	13,348	29,348
<u>Risk Management Insurance</u>	7,690	8,867	8,867
<u>TR/DMS/HR SVCS/STW Contract</u>	6,146	6,349	6,349
Indirect Costs Charged to Trust Fund	125,989	132,836	125,040
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,237,610</b>	<b>1,532,434</b>	<b>1,610,607</b>

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

**SECTION III - SUMMARY**

<b>TOTAL SECTION I</b>	(A)	1,132,171	717,140	687,103
<b>TOTAL SECTION II</b>	(B)	1,237,610	1,532,434	1,610,607
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(105,439)</b>	<b>(815,294)</b>	<b>(923,504)</b>

**EXPLANATION of LINE C:**

Elections Assessment Fees make up 99% of the revenues received by this fund. Deficits will be handled by the existing fund balance and a request for a one time general revenue infusion in FY 2011-12.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2011 - 2012</b>
<b>Trust Fund Title:</b>	Department of Legal Affairs
<b>Budget Entity:</b>	Election Commission Trust Fund
<b>LAS/PBS Fund Number:</b>	2511

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	826,443.06	(A)		826,443.06
ADD: Other Cash (See Instructions)	3,000.00	(B)		3,000.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	98,619.81	(D)		98,619.81
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>928,062.87</b>	(F)		<b>928,062.87</b>
LESS Allowances for Uncollectibles	(6,026.65)	(G)		(6,026.65)
LESS Approved "A" Certified Forwards	(16,139.44)	(H)		(16,139.44)
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(40,356.36)	(I)		(40,356.36)
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/2010</b>	<b>865,540.42</b>	(K)		<b>865,540.42</b> **

**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: 2011 - 2012**

<b>Department Title:</b>	<b>Department of Legal Affairs</b>
<b>Trust Fund Title:</b>	<b>Election Commission Trust Fund</b>
<b>LAS/PBS Fund Number:</b>	<b>2511</b>

**BEGINNING TRIAL BALANCE:**

Unreserved Fund Balance Per Trial Balance, 07-01-2010	<b>865,208.08</b>	(A)
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**Add/Subtract:**

		(B)
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**Other Adjustment(s):**

Due To Not CF (DMS)	332.34	(C)
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		(C)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>865,540.42</b>	(D)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC</b>	<b>865,540.42</b>	(E)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(F)*
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**\*SHOULD EQUAL ZERO.**