

BGTRBAL-07 AS OF 07/01/10

72970000000

DATE RUN 08/12/10

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2010

PAGE 1

729700 DIVISION OF ADMINISTRATIVE HEARINGS

10 1 000227 ADMINISTRATION DEPT.-ADMINISTRATIVE HEARINGS DIV.

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

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2010

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

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

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2010

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	115,501.73
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	3,482,336.62
15100 001800	ACCOUNTS RECEIVABLE	262.78
15300 000500	INTEREST AND DIVIDENDS RECEIVABLE	12,632.36
15700 001905	FEES RECEIVABLE	145,980.59
16300 001500	DUE FROM OTHER DEPARTMENTS	0.00
31100	ACCOUNTS PAYABLE	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	2,869.73-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	1,038.82-
040000	EXPENSES	0.00
040000 CF	EXPENSES	6,977.91-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	35.00-
	** GL 31100 TOTAL	10,921.46-
35300	DUE TO OTHER DEPARTMENTS	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	1,729.56-
040000	EXPENSES	763.22-
040000 CF	EXPENSES	44,888.88-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	756.00-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	503.85-
	** GL 35300 TOTAL	48,641.51-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	20,405.24-

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2010

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 010000	CURRENT COMPENSATED ABSENCES LIABILITY SALARIES AND BENEFITS	18,058.15-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	3,421,880.15-
55100 040000	FUND BALANCE RESERVED FOR ENCUMBRANCES EXPENSES	138,901.73-
060000	CF OPERATING CAPITAL OUTLAY	23,819.03-
100777	CF CONTRACTED SERVICES	74,086.81-
	** GL 55100 TOTAL	236,807.57-
94100 040000	ENCUMBRANCES EXPENSES	138,901.73
060000	CF OPERATING CAPITAL OUTLAY	23,819.03
100777	CF CONTRACTED SERVICES	74,086.81
	** GL 94100 TOTAL	236,807.57
98100 040000	BUDGETARY FND BAL RESERVED/ENCUMBRANCE EXPENSES	138,901.73-
060000	CF OPERATING CAPITAL OUTLAY	23,819.03-
100777	CF CONTRACTED SERVICES	74,086.81-
	** GL 98100 TOTAL	236,807.57-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2010

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,181,967.25
001800		5,061.89-
040000	EXPENSES	49,315.17
060000	OPERATING CAPITAL OUTLAY	312,489.29-
	** GL 27600 TOTAL	913,731.24
27700	ACC DEPR - FURNITURE & EQUIPMENT	
001800		10,785.00
040000	EXPENSES	12,745.34-
060000	OPERATING CAPITAL OUTLAY	297,788.16-
	** GL 27700 TOTAL	299,748.50-
28200	LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	35,815.84
28300	ACC DEPR - LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	35,815.84-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	613,982.74-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
 JULY 01, 2010

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	3,662.70
040000	EXPENSES	417,608.80
060000	OPERATING CAPITAL OUTLAY	1,000,070.10
	** GL 27600 TOTAL	1,421,341.60
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	3,662.70-
040000	EXPENSES	250,762.89-
060000	OPERATING CAPITAL OUTLAY	766,984.21-
	** GL 27700 TOTAL	1,021,409.80-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	399,931.80-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2010

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 000000	CURRENT COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD	402,049.94-
48600 000000 010000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD SALARIES AND BENEFITS	144,857.37 1,042,776.79-
	** GL 48600 TOTAL	897,919.42-
54900 000000	FUND BALANCE UNRESERVED BALANCE BROUGHT FORWARD	1,299,969.36
	*** FUND TOTAL	0.00

E

DIVISION OF ADMINISTRATIVE HEARINGS

SCHEDULE I SERIES

OPERATING TRUST FUND

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE
COMPUTING DISTRIBUTION OF COST FOR GENERAL MANAGEMENT AND
ADMINISTRATIVE SERVICES

Methodology:

Identify administrative functions shared by both budget entities - Adjudication of Disputes (DOAH) and Workers' Compensation Appeals (OJCC).

Identify positions performing administrative functions shared by both budget entities.

Identify the costs associated with these administrative functions.

Identify a basis for distributing the costs of the administrative functions to each budget entity.

The following administrative functions are shared by both DOAH and OJCC:

Administration
Executive Direction
Finance and Accounting
Human Resources
Information Technology
Planning and Budgeting
Procurement

Associated costs for these functions are allocated to each budget entity based on:

Administration - Appropriations (32% DOAH, 68% OJCC)
Executive Direction - Appropriations (32% DOAH, 68% OJCC)
Finance and Accounting - Appropriations (32% DOAH, 68% OJCC)
Human Resources - FTE (26% DOAH, 74% OJCC)
Information Technology - Appropriations (32% DOAH, 68% OJCC)
Planning and Budgeting - Appropriations (32% DOAH, 68% OJCC)
Procurement - Appropriations (32% DOAH, 68% OJCC)

SCHEDULE I
TRUST FUNDS AVAILABLE

FY 2011-2012
SUPPORTING NARRATIVE
COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

729701 ADJUDICATION OF DISPUTES			32%			HR &					
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	DOAH AMT	OJCC AMT
Administration	Admin Svc Dir II-SES	2842	Mustain, L	\$ 79,566	\$ 29,303	\$ 108,869	\$ 6,911	\$ -	\$ 115,780	\$ 37,050	\$ 78,730
Administration	Admin Assist II-SES	3151	Givens, D	\$ 40,000	\$ 13,937	\$ 53,937	\$ 6,911	\$ -	\$ 60,848	\$ 19,471	\$ 41,377
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 127,410	\$ 41,699	\$ 169,109	\$ 6,911	\$ -	\$ 176,020	\$ 56,326	\$ 119,694
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 48,000	\$ 23,477	\$ 71,477	\$ 6,911	\$ -	\$ 78,388	\$ 25,084	\$ 53,304
Finance & Acct	Accountant Supv II-SES	2741	Stern, J	\$ 46,217	\$ 23,148	\$ 69,365	\$ 6,911	\$ -	\$ 76,276	\$ 24,408	\$ 51,868
Finance & Acct	Staff Assistant	2816	Allbritton, D	\$ 28,548	\$ 5,314	\$ 33,862	\$ 5,553	\$ -	\$ 39,415	\$ 12,613	\$ 26,802
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 63,092	\$ 11,703	\$ 74,795	\$ 6,911	\$ -	\$ 81,706	\$ 21,244	\$ 60,462 *
Information Tech	Office Auto Spec II	2433	Doxsee, L	\$ 32,404	\$ 18,784	\$ 51,188	\$ 5,553	\$ -	\$ 56,741	\$ 45,393	\$ 11,348 *
Information Tech	Data Base Admin-SES	2845	Brown, S	\$ 79,566	\$ 21,241	\$ 100,807	\$ 6,911	\$ -	\$ 107,718	\$ 34,470	\$ 73,248
Information Tech	Dist Comp Sys Analyst-SES	3412	Kurasch, J	\$ 40,008	\$ 22,593	\$ 62,601	\$ 6,911	\$ -	\$ 69,512	\$ 22,244	\$ 47,268
Information Tech	Sys Programmer I	2654	Russell, J	\$ 49,992	\$ 22,023	\$ 72,015	\$ 6,911	\$ -	\$ 78,926	\$ 39,463	\$ 39,463 *
Planning & Budget	Budget Officer	2801	Lawrence, M	\$ 86,056	\$ 23,713	\$ 109,769	\$ 6,911	\$ -	\$ 116,680	\$ 37,338	\$ 79,342
Procurement	Purch Agent III-SES	2434	Penrod, T	\$ 44,447	\$ 22,820	\$ 67,267	\$ 6,911	\$ -	\$ 74,178	\$ 23,737	\$ 50,441
Procurement	Admin Assist II-SES	3143	Wood, Jeff	\$ 34,200	\$ 12,811	\$ 47,011	\$ 6,911	\$ -	\$ 53,922	\$ 17,255	\$ 36,667
DOAH TOTALS				\$ 799,506	\$ 292,566	\$ 1,092,072	\$ 94,038	\$ -	\$ 1,186,110	\$ 416,096	\$ 770,014

729702 WORKERS' COMPENSATION APPEALS			68%			HR &					
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	OJCC AMT	DOAH AMT
Finance & Acct	Admin Assist III	3406	Folks, G	\$ 39,138	\$ 20,603	\$ 59,741	\$ 5,553	\$ -	\$ 65,294	\$ 44,400	\$ 20,894
Finance & Acct	Accountant I	3409	Griffin, P	\$ 31,308	\$ 13,282	\$ 44,590	\$ 5,553	\$ -	\$ 50,143	\$ 34,097	\$ 16,046
Finance & Acct	Admin Assist II-SES	3416	Pelt, K	\$ 35,854	\$ 21,234	\$ 57,088	\$ 6,911	\$ -	\$ 63,999	\$ 43,519	\$ 20,480
Finance & Acct	Accountant II	3425	Roberts, R	\$ 38,126	\$ 19,838	\$ 57,964	\$ 5,553	\$ -	\$ 63,517	\$ 43,192	\$ 20,325
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 55,782	\$ 24,913	\$ 80,695	\$ 6,911	\$ -	\$ 87,606	\$ 28,034	\$ 59,572 *
Planning & Budget	Sr Mgmt Analyst II-SES	3410	Wingler, C	\$ 66,057	\$ 26,809	\$ 92,866	\$ 6,911	\$ -	\$ 99,777	\$ 67,848	\$ 31,929
OJCC TOTALS				\$ 266,265	\$ 126,679	\$ 392,944	\$ 37,392	\$ -	\$ 430,336	\$ 261,091	\$ 169,245

TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC										\$ 600,769
--	--	--	--	--	--	--	--	--	--	-------------------

* Percentages for these employees vary because of their job duties.

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE - SECTION III ADJUSTMENTS
OPERATING TRUST FUND

Following are descriptions of the adjustments included in the Schedule I, Columns A01 and A02, Section III, of the Division's FY 2011-12 Legislative Budget Request:

COLUMN A01: ACTUAL PRIOR YEAR - FY 2009-10

01 Record September 30, 2009 Operating Reversions - DOAH

Per FY 2011-12 Legislative Budget Request instructions, the adjustment of \$5,455 is necessary to include September 30, 2009 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

02 Record September 30, 2009 Operating Reversions - JCCs

Per FY 2011-12 Legislative Budget Request instructions, the adjustment of \$6,881 is necessary to include September 30, 2009 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

03 Record Current-Year Compensated Absences - DOAH

Per statewide financial reporting requirements, the adjustment of \$18,058 is necessary to record current year compensated absences for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

04 Close Prior-Year Non-Carry Forwards - DOAH

Per statewide financial reporting requirements, the adjustment of \$9,843 is necessary to record the closing of FY 2008-09 non-carry forwards for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

05 Close Prior-Year Non-Carry Forwards - JCCS

Per statewide financial reporting requirements, the adjustment of \$21,035 is necessary to record the closing of FY 2008-09 non-carry forwards for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

06 Record Current-Year Non-Carry Forwards - JCCS

Per statewide financial reporting requirements, the adjustment of \$763 is necessary to record an FY 2009-10 non-carry forward payable for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

07 Statewide Financial Statement Adjustment - DOAH

Per statewide financial reporting requirements, the adjustment of \$258 is necessary to record a post-closing adjustment for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

10 Rounding - To Balance with June 30, 2010 Unreserved Fund Balance - JCCs

The adjustment of \$1 is necessary to balance with the June 30, 2010 unreserved fund balance for the Workers' Compensation Appeals Program.

COLUMN A02: CURRENT YEAR ESTIMATED - FY 2010-11

08 Record September 30, 2010 Operating Reversions - DOAH

Per FY 2011-12 Legislative Budget Request instructions, the adjustment of \$2,820 is necessary to include September 30, 2010 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

09 Record September 30, 2010 Operating Reversions - JCCs

Per FY 2011-12 Legislative Budget Request instructions, the adjustment of \$2,691 is necessary to include September 30, 2010 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE
REVENUE ESTIMATING METHODOLOGIES
OPERATING TRUST FUND

Following are explanations of methodologies used to develop revenue estimates contained in Columns A02 and A03:

COLUMN A02: CURRENT YEAR ESTIMATED REVENUES - FY 2010-11

Lines 1 – 29: Transfers from State Agencies – Adjudication of Disputes

These revenues represent transfers from state agencies to the Division of Administrative Hearings (DOAH) to support the Adjudication of Disputes Program. These transfers are appropriated in the FY 2010-11 General Appropriations Act (Chapter 2010-152, Laws of Florida) and total \$7,332,455.

Line 30: Transfers of Application Fees from the Department of Environmental Protection for Cases Filed Pursuant to Chapter 403, Florida Statutes - Adjudication of Disputes

Pursuant to Chapter 403, Florida Statutes, the Department of Environmental Protection (DEP) transfers to DOAH a portion of the application fees that it collects in electrical power plant siting, transmission line siting, and natural gas transmission pipeline siting cases. These fees are paid when DEP refers a case to DOAH, and if land use, certification, and other administrative hearings are held. The estimate of \$72,583 was based on average revenue received over the past thirteen years.

Line 31: Transfer from State Agency – Workers’ Compensation Appeals

This estimate represents the transfer from the Department of Financial Services to DOAH to support the Workers’ Compensation Appeals – Judges of Compensation Claims Program. This transfer totals \$18,755,154 and covers the operating and nonoperating costs of this program, calculated as follows:

\$18,155,207	Operating budget
+ 599,947	Nonoperating general management and administrative assessment
<u>\$18,755,154</u>	Total estimated transfer from the Department of Financial Services

=====

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

The estimate of \$26,904 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) other state agencies for contract cases filed pursuant to Chapter 120, Florida Statutes; and (3) various state agencies for copies of documents provided by DOAH. This amount is carried forward from the prior fiscal year (FY 2009-10) because caseload and billable hours are projected to remain relatively constant in FY 2010-11.

Line 33: Sale of Goods and Services to State Agencies - Workers' Compensation Appeals

The \$100 collected in the prior fiscal year (FY 2009-10) was carried forward as an estimate to subsequent fiscal years.

Line 34: Sale of Services - Outside State - Adjudication of Disputes

The estimate of \$552,829 represents revenue from nonstate entities for Administrative Law Judge services, plus travel and video teleconferencing costs. This amount is carried forward from the prior fiscal year (FY 2009-10) because caseload and billable hours are projected to remain relatively constant in FY 2010-11.

Line 35: Refunds – Adjudication of Disputes

The amount of refunds varies from year to year and cannot be predicted; however, this program received a refund of \$5,604 for Suncom services during the first quarter of FY 2010-11 and this amount is reported here.

Line 36: Refunds – Workers' Compensation Appeals

The amount of refunds varies from year to year and cannot be predicted; however, this program received a refund of \$18,368 for Suncom services during the first quarter of FY 2010-11 and this amount is reported here.

Line 37: Tenant Broker Commission - Workers' Compensation Appeals

The tenant broker commission received and paid in FY 2009-10 was nonrecurring and thus was not carried forward to subsequent fiscal years.

Line 38: Reimbursements – Adjudication of Disputes

The estimate of \$8,151 represents reimbursements to be made to the Adjudication of Disputes Program. This amount is carried forward from the prior fiscal year (FY 2009-10).

Line 39: Reimbursements – Workers' Compensation Appeals

The estimate of \$4,310 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is carried forward from the prior fiscal year (FY 2009-10).

Line 40: Interest on Investments - Adjudication of Disputes

In FY 2009-10, interest earnings totaling \$299,068 represent 1.32% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$24,623,683 will be invested in FY 2010-11, earning \$325,847, or 1.32%. This program's share of these earnings is estimated at \$96,023, and represents .39% of the total funds invested.

Line 41: Interest on Investments – Workers' Compensation Appeals

In FY 2009-10, interest earnings totaling \$299,068 represent 1.32% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$24,623,683 will be invested in FY 2010-11, earning \$325,847, or 1.32%. This

program's share of these earnings is estimated at \$229,824, and represents .93% of the total funds invested.

COLUMN A03: AGENCY REQUEST – FY 2011-12

Lines 1 – 29: Transfers from State Agencies – Adjudication of Disputes

These revenues represent transfers from state agencies to the Division of Administrative Hearings to support the Adjudication of Disputes Program. The Division's budget, as adjusted below, is prorated among these agencies based on actual time spent in administrative proceedings by DOAH's Administrative Law Judges in FY 2009-10. The total amount prorated among the agencies is \$7,469,925 and is calculated as follows:

\$8,632,999	Total FY 2011-12 Legislative Budget Request
(579,733)	Less: Estimated Revenue from Nonstate and State Contract Entities
(600,769)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers' Compensation Appeals Program
(72,583)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 90,011	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$7,469,925	Total Amount Prorated Among State Agencies
=====	

Line 30: Transfers of Application Fees from the Department of Environmental Protection for Cases Filed Pursuant to Chapter 403, Florida Statutes - Adjudication of Disputes

Pursuant to Chapter 403, Florida Statutes, the Department of Environmental Protection (DEP) transfers to DOAH a portion of the application fees that it collects in electrical power plant siting, transmission line siting, and natural gas transmission pipeline siting cases. These fees are paid when DEP refers a case to DOAH, and if land use, certification, and other administrative hearings are held. The estimate of \$72,583 was based on average revenue received over the past thirteen years.

Line 31: Transfer from State Agency – Workers' Compensation Appeals

This estimate represents the transfer from the Department of Financial Services to DOAH to support the Workers' Compensation Appeals – Judges of Compensation Claims Program. This transfer totals \$18,794,198 and covers the operating costs of this program, as well as the nonoperating general management and administrative assessment paid to the Adjudication of Disputes Program. It is calculated as follows:

\$18,193,429	Operating budget
+ 600,769	Nonoperating general management and administrative assessment
\$18,794,198	Total estimated transfer from the Department of Financial Services
=====	

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

The estimate of \$26,904 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) other state agencies for contract cases filed pursuant to Chapter 120, Florida Statutes; and (3) various state agencies for copies of documents provided by DOAH. This amount is carried forward from the prior fiscal year (FY 2010-11) because caseload and billable hours are projected to remain relatively constant in FY 2011-12.

Line 33: Sale of Goods and Services to State Agencies - Workers' Compensation Appeals

The \$100 collected in the prior fiscal year (FY 2009-10) was carried forward as an estimate to subsequent fiscal years.

Line 34: Sale of Services - Outside State - Adjudication of Disputes

The estimate of \$552,829 represents revenue from nonstate entities for Administrative Law Judge services, plus travel and video teleconferencing costs. This amount is carried forward from the prior fiscal year (FY 2010-11) because caseload and billable hours are projected to remain relatively constant in FY 2011-12.

Line 35: Refunds – Adjudication of Disputes

The amount of refunds varies from year to year and cannot be predicted; thus, refunds are not carried forward to subsequent fiscal years.

Line 36: Refunds – Workers' Compensation Appeals

The amount of refunds varies from year to year and cannot be predicted; thus, refunds are not carried forward to subsequent fiscal years.

Line 37: Tenant Broker Commission - Workers' Compensation Appeals

The tenant broker commission received and paid in FY 2009-10 was nonrecurring and thus was not carried forward to subsequent fiscal years.

Line 38: Reimbursements – Adjudication of Disputes

The estimate of \$8,151 represents reimbursements to be made to the Adjudication of Disputes Program. This amount is carried forward from the prior fiscal year (FY 2010-11).

Line 39: Reimbursements – Workers' Compensation Appeals

The estimate of \$4,310 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is carried forward from the prior fiscal year (FY 2010-11).

Line 40: Interest on Investments - Adjudication of Disputes

In FY 2009-10, interest earnings totaling \$299,068 represent 1.32% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$24,859,859 will be invested in FY 2011-12, earning \$328,973, or 1.32%. This program's share of these earnings is estimated at \$99,121, and represents .40% of the total funds invested.

Line 41: Interest on Investments – Workers’ Compensation Appeals

In FY 2009-10, interest earnings totaling \$299,068 represent 1.32% of the total funds invested that year. These earnings are prorated among DOAH’s two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$24,859,859 will be invested in FY 2011-12, earning \$328,973, or 1.32%. This program’s share of these earnings is estimated at \$229,852, and represents .92% of the total funds invested.

SCHEDULE I
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE
FIVE PERCENT TRUST FUND RESERVE AND
YEAR-END TRUST FUND BALANCE

The following five percent trust fund reserve calculation is based on the "General Policy Guidelines for Reserving 5 Percent of State Trust Funds" contained in the FY 2011-12 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2010-11:	\$27,102,305
Less Assessments from State Agencies for Administrative Law Judge Services	(7,431,942)
Less Assessments from Outside Entities for Administrative Law Judge Services	(552,829)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	(119,705)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	(107,548)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	(120,000)
Less Nonoperating Assessments on Investments	(15,207)
Less Nonoperating Service Charge to General Revenue	<u>(70,294)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$18,684,780</u>
 Multiplied by 5%	 <u>X .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 934,239</u>

Pursuant to the guidelines, the Adjudication of Disputes program is exempt from the requirement that it set aside a five percent reserve because it is supported by assessments from other state agencies and entities for the provision of administrative law judge services. Therefore, the total reserve of \$934,239 is applied to the Workers' Compensation Appeals program.

This reserve of \$934,239 will reduce the June 30, 2012 available cash balance to \$186,961 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2011-12, this balance should be sufficient to support any interim budget amendments that may be necessary that year, especially considering that the Schedule I also includes other nonoperating reserves for this program.

The year-end balance of the Division's Trust Fund does not exceed 50 percent of appropriations in FY 2009-10, FY 2010-11, or FY 2011-12.

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

Agency Name Division of Administrative Hearings

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the transfer category used, and the amount of the transfer for each of the fiscal years indicated, as well as the name and phone number of the person at the other agency who confirmed the amount of the transfer. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number : Operating Trust Fund, Number 729700 20 2 510150

Transfers In (Provide Agency and Fund Number Received From)	Transfer Category	Amount FY 09-10 (A01)	Amount FY 10-11 (A02)	Amount FY 11-12 (A03)	Confirmed By
Department of Environmental Protection Fund Number 370000 20 2 526001	001500	109,380.00	72,583.00	72,583.00	Kathy Shettle Phone: 850-245-2428
Department of Financial Services Fund Number 430000 20 2 795003	001500	18,679,228.00	18,755,154.00	18,794,198.00	Karen Towels (FY 0910) Phone: 850-413-2130 Buckley Vernon (FYs 1011 & 1112) Phone: 413-2113
Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)	Transfer Category				
Department of Management Services Fund Number 720000 60 2 105001	181167	100,000.00	120,000.00	120,000.00	Debbie Goodson 850-414-0830

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2011 - 2012

Department Title:	DMS/Division of Administrative Hearings
Trust Fund Title:	Operating Trust Fund
Budget Entity:	Adjudication of Disputes and Workers' Compensation Appeals
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2010	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$115,501.73 (A)		\$115,501.73
ADD: Other Cash (See Instructions)	\$0.00 (B)		\$0.00
ADD: Investments	\$3,482,336.62 (C)		\$3,482,336.62
ADD: Outstanding Accounts Receivable	\$158,875.73 (D)	\$257.50	\$159,133.23
ADD:	\$0.00 (E)		\$0.00
Total Cash plus Accounts Receivable	\$3,756,714.08 (F)	\$257.50	\$3,756,971.58
LESS Allowances for Uncollectibles	\$0.00 (G)		\$0.00
LESS Approved "A" Certified Forwards	(\$58,295.90) (H)		(\$58,295.90)
Approved "B" Certified Forwards	(\$236,807.57) (H)		(\$236,807.57)
Approved "FCO" Certified Forwards	\$0.00 (H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$20,405.24) (I)		(\$20,405.24)
LESS: _____	\$0.00 (J)		\$0.00
Unreserved Fund Balance, 07/01/10	\$3,441,205.37 (K)	\$257.50	\$3,441,462.87 **

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

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-10	<input type="text" value="\$3,421,880.15"/> (A)
---	---

Add/Subtract:

Statewide Financial Statement Adjustment	<input type="text" value="\$257.50"/> (B)
--	---

Other Adjustment(s):

Compensated Absence Liability	<input type="text" value="\$18,058.15"/> (C)
-------------------------------	--

Non Carry Forward Liability	<input type="text" value="\$1,267.07"/> (C)
-----------------------------	---

<input type="text"/>	(C)
----------------------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="\$3,441,462.87"/> (D)
--	---

UNRESERVED FUND BALANCE, SCHEDULE IC	<input type="text" value="\$3,441,462.87"/> (E)
---	---

DIFFERENCE:	<input type="text" value="\$0.00"/> (F)*
--------------------	--

***SHOULD EQUAL ZERO.**