

# AGENCY FOR WORKFORCE INNOVATION

## LEGISLATIVE BUDGET REQUEST



Fiscal Year  
2012-2013



**Rick Scott**  
*Governor*  
**Cynthia R. Lorenzo**  
*Director*

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## LEGISLATIVE BUDGET REQUEST

Agency for Workforce Innovation  
Tallahassee, Florida

September 15, 2011

Jerry L. McDaniel, Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

Terry Rhodes, Staff Director  
Senate Budget Committee  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, Chapter 2011-142, Laws of Florida, and the “Major Changes” section of the Legislative Budget Request Instructions for Fiscal Year 2012-13, the Agency for Workforce Innovation submits the required Department-Level schedules for the Legislative Budget Request in the format prescribed in the instructions. The information provided electronically and contained herein is a true and accurate presentation of the agency’s actual prior year data for Fiscal Year 2010-11. I have approved this submission.

Sincerely,  
  
Cynthia Lorenzo  
Director

### Agency for Workforce Innovation

The Caldwell Building • 107 East Madison Street, Suite 200 • Tallahassee • Florida 32399-4130  
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IUCSSP03 LAS/PBS SYSTEM  
BUDGET PERIOD: 2002-2013  
STATE OF FLORIDA

SP 09/15/2011 16:59  
SCHED XI: AGENCY-LEVEL UNIT COST SUMMARY  
AUDIT REPORT AGENCY/WORKFORCE INNOVATN

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ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5)  
AND SHOULD NOT:

\*\*\* NO ACTIVITIES FOUND \*\*\*

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THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT:  
(NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION  
TECHNOLOGY)

\*\*\* NO OPERATING CATEGORIES FOUND \*\*\*

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THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN  
SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL  
GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED  
IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
75200600	1102000000	ACT0800	WORKFORCE FLORIDA, INC.	9,100,358	

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TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 75	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	1,739,206,629	1,180,512
TOTAL BUDGET FOR AGENCY (SECTION III):	1,739,206,413	1,180,512
DIFFERENCE:	216	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): AGENCY FOR WORKFORCE INNOVATION (ALL BUDGET ENTITIES)	
Agency Budget Officer/OPB Analyst Name: Kristin S. Pingree (AWI) / Kaitlyn Kennedy & Frances Coyle (OPB)	
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.	
Action	Department-Wide 75
<b>1. GENERAL</b>	
1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? <b>(CSDI)</b>	Yes
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Yes
<b>AUDITS:</b>	
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	N/A
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Yes
<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.	
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>	
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Yes
<b>AUDITS:</b>	
5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Yes
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Yes
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Difference of \$4 - A01 does equal A36
<b>TIP</b> If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.	
<b>TIP</b> If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.	
<b>TIP</b> Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.	
<b>TIP</b> If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.	
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>	
8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Yes
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Yes - Schedule IB has been completed for applicable trust funds
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Yes
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Yes - applicable to Displaced Homemakers Trust Fund (2160) only
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Yes
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Yes

Action	Department-Wide 75
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Yes
8.10 Are the statutory authority references correct?	Yes
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Yes
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Yes
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Yes
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/A
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	N/A
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Yes
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Yes
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Yes
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Yes
8.24 Are prior year September operating reversions appropriately shown in column A01?	Yes
8.25 Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	N/A
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Yes
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Yes
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Yes

		Department-Wide
Action		75
<b>AUDITS:</b>		
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Yes
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Yes
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. <b>(SC1R, DEPT)</b>	Yes
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>		
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Submitted as required
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>		
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? <b>(GENR, ACT1)</b>	Yes
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? <b>(Audit #1 should print "No Activities Found")</b>	No Activities Found
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? <b>(Audit #2 should print "No Operating Categories Found")</b>	No Operating Categories Found
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	N/A
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? <b>(Audit #4 should print "No Discrepancies Found")</b>	Rounding Difference Only
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.	
<b>18. FLORIDA FISCAL PORTAL</b>		
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Yes
<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>		
19.1	If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable: <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> <li>• Inter-Agency Transfer Form</li> </ul>	In accordance with Chapter 2011-142, Laws of Florida, on September 7, 2011, the Legislative Budget Commission approved the transfer of all of the programs/budget entities of the Agency for Workforce Innovation to the Department of Economic Opportunity and the Office of Early Learning (housed administratively in the Department of Education). All of the information has been submitted as required.