



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

RICK SCOTT
Governor

BILLY BUZZETT
Secretary

September 15, 2011

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

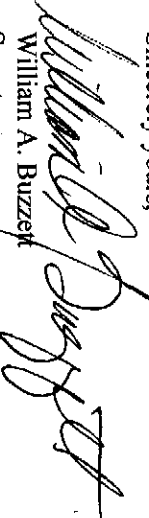
Ms. JoAnne Leznoff, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Mr. Craig Meyer, 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 Florida Department of Community Affairs and the Florida Division of Emergency Management submit 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 department's actual prior year data for Fiscal Year 2010-11. As Secretary of the Department of Community Affairs, I have approved this submission.

Sincerely yours,


William A. Buzzett
Secretary

WAB/clc

2555 SHUMARD OAK BOULEVARD □ TALLAHASSEE, FL 32399-2100

850-488-8466 (p) □ 850-921-0781 (f) □ Website: www.dca.state.fl.us

□ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) □ FLORIDA COMMUNITIES TRUST 850-922-2207 (p) 850-921-1747 (f) □
□ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) □



FY 2012 – 2013

**Department Level
Exhibits and Schedules**

COMMUNITY AFFAIRS, DEPARTMENT OF		FISCAL YEAR 2010-11			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		629,944,503		112,231,850	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		303,414,452		3,850,000	
FINAL BUDGET FOR AGENCY		933,358,955		116,081,850	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Comprehensive Plan Review * Plan Amendment Packages Reviewed		792	4,999.90	3,959,922	
Evaluation And Appraisal Report * Local Government Evaluations and Appraisal Reports (EAR's) Reviewed		77	9,427.25	725,898	
Technical Assistance For Local Government Planning Initiatives * Technical Assistance Initiatives Undertaken		1,553	1,670.48	2,594,261	
Developments Of Regional Impact Review And Monitoring * Developments of Regional Impact Managed		153	8,377.93	1,281,823	
Areas Of Critical State Concern Review/Technical Assistance * Areas of Critical State Concern Development Orders Reviewed and Final Orders Issued		341	712.68	243,023	
Pre-disaster Mitigation Technical Assistance * Communities Supported to Mitigate (Prevent) Hazards		110	48,060.41	5,286,645	
Flood Mitigation Assistance Projects * Repetitive Loss Structures Mitigated		26	264,693.85	6,882,040	
Capability Assessment Technical Assistance * Applicants Provided Technical Assistance		7,800	126.64	987,760	
Disaster Preparedness Training And Exercises * Personnel Trained in Emergency Preparedness		9,746	180.45	1,758,704	
Plans, Reports, And Procedures Development And Coordination * Plans, Reports, and Procedures Maintained		550	1,970.27	1,083,650	
Statewide Mutual Aid Agreement Maintenance * Mutual Aid Signatories Maintained		900	256.34	230,709	
Emergency Management Shelter Selection Technical Assistance * Public Hurricane Shelters Evaluated		196	1,680.48	329,375	
Emergency Management Shelter Space Grants * Hurricane Shelter Spaces Created		38,867	40.71	1,582,160	2,250,000
Emergency Management Capability Enhancements * Entities with Enhanced Capabilities		630	105,731.69	66,610,966	
Financial Assistance (recovery) * Post-Disaster Recovery Projects		3,707	86,339.70	320,061,263	
Financial Assistance For Intermediate And Long Term Prevention Measures * Financial Agreements Funded and Managed (Recovery and Mitigation)		936	117,953.49	110,404,467	
State Emergency Operations Center Activation * Days Activated at Level 2 or Above		116	6,234.70	723,225	
Emergency Warning * Incidents Reported to the State Warning Point		7,645	93.01	711,043	
Response Assistance To Local Governments And Allied Agencies * Requests for State Assistance		173	4,457.62	771,169	
Noaa Weather Radio System (statewide Coverage) * Population in National Oceanic and Atmospheric Administration (NOAA) Weather Radio Transmission		18,800,000	0.05	922,979	
Technical Assistance And Compliance Education * Local Organizations Supported To Enhance Hazardous Materials Compliance Planning		78	4,789.26	373,562	
Community Right To Know Requests * Community Right-To-Know Requests Fulfilled (Hazardous Materials)		200	2,404.30	480,860	
Facility Risk Management Planning Audits * Hazardous Materials Facility Audits Completed		76	5,737.97	436,086	
Financial Assistance For Local Hazardous Materials Planning * Hazardous Materials Planning Financial Agreements Maintained		73	29,773.26	2,173,448	
Affordable Housing * Housing Units Rehabilitated or Replaced		173	4,525.28	782,873	6,557,595
Public Infrastructure Improvement * Public Facilities Built or Improved		44	22,983.16	1,011,259	80,000,854
Training And Technical Assistance * People Trained/Served		553	1,328.03	734,403	
Local Job Creation And Retention * Jobs Created/Retained		166	4,188.37	695,270	10,048,401
Building Code Industry Training * People Trained/Served		861	2,237.67	1,926,632	
Code Promulgation * Code Amendments Promulgated		768	2,247.48	1,726,063	
Regulation Of Manufactured Buildings * Permits Issued for Manufactured Buildings		19,561	12.34	241,467	
Home Energy Assistance - Weatherization And Utility Assistance * Households Served		197,835	632.75	125,180,233	9,700,000
Community Services * Households Served		252,139	129.65	32,688,641	
TOTAL				695,601,879	108,556,850
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				1,236,058	7,525,000
REVERSIONS				236,521,035	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				933,358,972	116,081,850

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.



52000000
Departmental

Exhibits or Schedules



52000000
Departmental

Schedule I Series



52010100
Office of the Secretary –
Land Administration

Exhibits or Schedules



52010100
Office of the Secretary –
Land Administration

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Florida Communities Trust
Budget Entity:	520100000
LAS/PBS Fund Number:	2-244001

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 3,351	(A)		\$ 3,351
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ 564,488	(C)		\$ 564,488
ADD: Outstanding Accounts Receivable	\$ 5,235	(D)	\$ 29,665	\$ 34,900
ADD:	\$ -	(E)		\$ -
Total Cash plus Accounts Receivable	\$ 573,074	(F)	\$ 29,665	\$ 602,739
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 6,162	(H)		\$ 6,162
Approved "B" Certified Forwards	\$ 8,760	(H)		\$ 8,760
Approved "FCO" Certified Forwards	\$ -	(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 4,253	(I)		\$ 4,253
LESS:	\$ -	(J)		\$ -
Unreserved Fund Balance, 07/01/11	\$ 553,899	(K)	\$ 29,665	\$ 583,564 **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Florida Communities Trust
	2-244001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	557,205	(A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)

-	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B5200036 - Setup Current Year Accounts Receivable	29,665	(C)
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SWFS Adjustment # and Description	-	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(8,760)	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	-	(D)
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A/P not C/F-Operating Categories		(D)
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Add Current Compensated Absences - GL38600	5,454	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	583,564	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	583,564	(F)
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DIFFERENCE:	-	(G)*
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***SHOULD EQUAL ZERO.**



52010300
Office of the Secretary –
Executive Direction and Support
Services

Exhibits or Schedules



52010300
Office of the Secretary –
Executive Direction and Support
Services

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Administrative Trust Fund
Budget Entity:	52010000
LAS/PBS Fund Number:	2-021007

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,534,971	(A)	-	\$ 1,534,971
ADD: Other Cash (See Instructions)	\$ 10,000	(B)	-	\$ 10,000
ADD: Investments	\$ 29,144	(C)	-	\$ 29,144
ADD: Outstanding Accounts Receivable	\$ 222,514	(D)	-	\$ 222,514
ADD: _____	-	(E)	-	\$ -
Total Cash plus Accounts Receivable	\$ 1,796,629	(F)	\$ -	\$ 1,796,629
LESS Allowances for Uncollectibles	\$ -	(G)	-	\$ -
LESS Approved "A" Certified Forwards	\$ 49,981	(H)	-	\$ 49,981
Approved "B" Certified Forwards	\$ 208,872	(H)	-	\$ 208,872
Approved "FCO" Certified Forwards	\$ -	(H)	-	\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 412	(I)	-	\$ 412
LESS: Advances from other funds between depart	\$ 20,263	(J)	-	\$ 20,263
Unreserved Fund Balance, 07/01/11	\$ 1,517,101	(K)	\$ -	\$ 1,517,101 **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Administrative Trust Fund
	2-021007

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 1,701,431 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS - (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS - (D)

A/P not C/F-Operating Categories 11,960 (D)

Add Compensated Absences - GL38600 14,172 (D)

Less Reserve for Encumbrance (208,872) (D)

Add Nonspendable - Inventories and Prepaid - GL56100 38,905 (D)

Less Adjustment for Prepaid/Inventory Items - GLs 17100, 17110 & 19100 (40,493) (D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,517,101 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 1,517,101 (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:

Community Affairs

Trust Fund Title:

Grants and Donations Trust Fund - OS

Budget Entity:

520100000

LAS/PBS Fund Number:

2-339046

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 98,777	(A)		\$ 98,777
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ 8,881	(D)		\$ 8,881
ADD: <u>Anticipated Receivable</u>	\$ 365	(E)		\$ 365
Total Cash plus Accounts Receivable	\$ 108,023	(F)	\$ -	\$ 108,023
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 2,794	(H)		\$ 2,794
Approved "B" Certified Forwards	\$ 364	(H)		\$ 364
Approved "FCO" Certified Forwards	\$ -	(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 104,865	(I)		\$ 104,865
LESS:	\$ -	(J)		\$ -
Unreserved Fund Balance, 07/01/11	\$ -	(K)	\$ -	\$ - **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Grants and Donations Trust Fund - OS
	2-339046

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

Anticipated Receivable (D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) (F)

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**



52500100
Community Planning
Exhibits or Schedules



52500100
Community Planning
Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:

Community Affairs

Trust Fund Title:

Grants and Donations Trust Fund - DCP

Budget Entity:

52500100

LAS/PBS Fund Number:

2-339098

	Balance as of 6/30/2011	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 621,721 (A)		\$ 621,721
ADD: Other Cash (See Instructions)	\$ - (B)		\$ -
ADD: Investments	\$ 568,065 (C)		\$ 568,065
ADD: Outstanding Accounts Receivable	\$ 50,548 (D)		\$ 50,548
ADD: <u>Anticipated Grant Receivable</u>	\$ 189,550 (E)		\$ 189,550
Total Cash plus Accounts Receivable	\$ 1,429,884 (F)	\$ -	\$ 1,429,884
LESS Allowances for Uncollectibles	\$ - (G)		\$ -
LESS Approved "A" Certified Forwards	\$ - (H)		\$ -
Approved "B" Certified Forwards	\$ 189,550 (H)		\$ 189,550
Approved "FCO" Certified Forwards	\$ - (H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 287 (I)		\$ 287
LESS: <u>Due to Other Departments/Unearned Revenue</u>	\$ 15,865 (J)		\$ 15,865
Unreserved Fund Balance, 07/01/11	\$ 1,224,182 (K)	\$ -	\$ 1,224,182 **

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:	2012 - 2013
Department Title:	Community Affairs
Trust Fund Title:	Grants and Donations Trust Fund - DCP
LAS/PBS Fund Number:	2-339098

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,224,182 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	-
SWFS Adjustment # and Description	-
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(189,550) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	-
A/P not C/F-Operating Categories	-
Anticipated Grant Receivable	189,550 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	1,224,182 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	1,224,182 (F)
DIFFERENCE:	- (G)*

***SHOULD EQUAL ZERO.**



52601000
Emergency Management –
Exhibits and Schedules



52601000
Emergency Management –
Schedule I Series

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Community Affairs **Budget Period:** 2012-13
Program: Emergency Management
Fund: Operating Trust Fund (2510)

Specific Authority: Section 189.427, 427, 553.77(4), 553.795(4), F.S.
Purpose of Fees Collected: Support the Hazardous Materials Compliance Program

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

<input checked="" 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 type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	<u>ACTUAL</u>	<u>ESTIMATED</u>	<u>REQUEST</u>
	<u>FY 2010 - 2011</u>	<u>FY 20 ___ - ___</u>	<u>FY 20 ___ - ___</u>
<u>Receipts:</u>			
<u>Hazardous Material Fees</u>	2,513,963		

Total Fee Collection to Line (A) - Section III	2,513,963	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	707,237		
Other Personal Services	-		
Expenses	118,718		
Operating Capital Outlay	-		
Contracted Services	1,010		
Risk Management	11,705		
Transfer to DMS/HR Services	4,831		
Fl Hazardous Materials P P	1,031,000		
Indirect Costs Charged to Trust Fund	146,744		
Total Full Costs to Line (B) - Section III	2,021,245	-	-

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	2,513,963	-
TOTAL SECTION II	(B)	2,021,245	-
TOTAL - Surplus/Deficit	(C)	492,718	-

EXPLANATION of LINE C:
 The Schedule 1 unreserved fund balance rolling forward on July 1, 2011 was **\$867,603**. A balance of **\$986,957** is estimated to roll forward on July 1, 2012.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Emergency Management Preparedness and Assistance - Department Level
Budget Entity:	520000000
LAS/PBS Fund Number:	2-191001

	Balance as of 6/30/2010	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,260,241 (A)	[]	\$ 1,260,241
ADD: Other Cash (See Instructions)	\$ - (B)	[]	\$ -
ADD: Investments	\$ 6,856,242 (C)	[]	\$ 6,856,242
ADD: Outstanding Accounts Receivable	\$ 2,441,335 (D)	[]	\$ 2,441,335
ADD: _____	\$ - (E)	[]	\$ -
Total Cash plus Accounts Receivable	\$ 10,557,818 (F)	\$ -	\$ 10,557,818
LESS Allowances for Uncollectibles	\$ - (G)	[]	\$ -
LESS Approved "A" Certified Forwards	\$ 299,139 (H)	[]	\$ 299,139
Approved "B" Certified Forwards	\$ 3,363,363 (H)	[]	\$ 3,363,363
Approved "FCO" Certified Forwards	\$ 299,121 (H)	[]	\$ 299,121
LESS: Other Accounts Payable (Nonoperating)	\$ 1,320 (I)	[]	\$ 1,320
LESS: Due to State Funds, Within Department	\$ 1,286 (J)	[]	\$ 1,286
Unreserved Fund Balance, 07/01/11	\$ 6,593,589 (K)	\$ -	\$ 6,593,589 **

Notes:

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** 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: 2012 - 2013

Department Title:

Community Affairs - Division of Emergency Management

Trust Fund Title:

Emergency Management Preparedness and Assistance Trust Fund

LAS/PBS Fund Number:

2-191001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

10,159,810 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

- (C)

SWFS Adjustment # and Description

- (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(3,363,363) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(299,121) (D)

A/P not C/F-Operating Categories

96,264 (D)

Advances to Other Governments/Entities - GL25500

216,507 (D)

Unearned Revenue - Long Term - GL48800

(216,507) (D)

Anticipated Grant Receivable

- (D)

ADJUSTED BEGINNING TRIAL BALANCE:

6,593,589 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

6,593,589 (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Grants and Donations Trust Fund - DEM
Budget Entity:	52600000
LAS/PBS Fund Number:	2-339047 & 2-339947

	Balance as of 6/30/2010		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 11,598,910	(A)			\$ 11,598,910
ADD: Other Cash (See Instructions)	\$ -	(B)			\$ -
ADD: Investments	\$ 16,617,486	(C)			\$ 16,617,486
ADD: Outstanding Accounts Receivable	\$ 6,137,754	(D)	\$ 1,434,617		\$ 7,572,371
ADD: <u>Anticipated Grant Receivable</u>	\$ 9,846,873	(E)			\$ 9,846,873
Total Cash plus Accounts Receivable	\$ 44,201,023	(F)	\$ 1,434,617		\$ 45,635,640
LESS Allowances for Uncollectibles	\$ -	(G)			\$ -
LESS Approved "A" Certified Forwards	\$ 179,250	(H)			\$ 179,250
Approved "B" Certified Forwards	\$ 14,946,598	(H)			\$ 14,946,598
Approved "FCO" Certified Forwards	\$ 9,870,382	(H)			\$ 9,870,382
LESS: Other Accounts Payable (Nonoperating)	\$ 140,552	(I)			\$ 140,552
LESS: <u>Due to Other Departments/Deferred Reven</u>	\$ 6,995,477	(J)			\$ 6,995,477
Unreserved Fund Balance, 07/01/11	\$ 12,068,764	(K)	\$ 1,434,617		\$ 13,503,381 **

Notes:

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** 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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs - Division of Emergency Management
LAS/PBS Fund Number:	Grants and Donations Trust Fund
	2-339047 & 2-339947

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	26,833,887 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #5200011 - Setup A/R for DOT grant	223,785 (C)
SWFS Adjustment #5200010 - Setup A/R for DHS grant	1,210,832 (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(14,946,598) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(9,870,382) (D)
A/P not C/F-Operating Categories	181,475 (D)
A/P not C/F-Fixed Capital Outlay Categories	23,509 (D)
Advances to Other Governments/Entities - GL25500	-
Unearned Revenue - Long Term - GL48800	-
Anticipated Grant Receivable	9,846,873 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	13,503,381 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	13,503,381 (F)
DIFFERENCE:	- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Operating Trust Fund - DEM
Budget Entity:	52600000
LAS/PBS Fund Number:	2-510060

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,200,223	(A)	-	\$ 1,200,223
ADD: Other Cash (See Instructions)	\$ -	(B)	-	\$ -
ADD: Investments	\$ -	(C)	-	\$ -
ADD: Outstanding Accounts Receivable	\$ 17,352	(D)	-	\$ 17,352
ADD: _____	-	(E)	-	\$ -
Total Cash plus Accounts Receivable	\$ 1,217,575	(F)	\$ -	\$ 1,217,575
LESS Allowances for Uncollectibles	\$ -	(G)	-	\$ -
LESS Approved "A" Certified Forwards	\$ 16,451	(H)	-	\$ 16,451
Approved "B" Certified Forwards	\$ 128,114	(H)	-	\$ 128,114
Approved "FCO" Certified Forwards	\$ -	(H)	-	\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 86,053	(I)	-	\$ 86,053
LESS: <u>Due to State Funds, Within Department</u>	-	(J)	-	\$ -
Unreserved Fund Balance, 07/01/11	\$ 986,957	(K)	\$ -	\$ 986,957 **

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: 2012 - 2013

Department Title: Community Affairs - Division of Emergency Management

Trust Fund Title: Operating Trust Fund

LAS/PBS Fund Number: 2-510060

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 1,055,110 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (128,114) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS - (D)

A/P not C/F-Operating Categories 59,962 (D)

ADJUSTED BEGINNING TRIAL BALANCE:

986,957 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

986,957 (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Federal Emergency Management Program Support Trust Fund
Budget Entity:	52600000
LAS/PBS Fund Number:	2-525001

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,791,597	(A)	-	\$ 1,791,597
ADD: Other Cash (See Instructions)	\$ -	(B)	-	\$ -
ADD: Investments	\$ -	(C)	-	\$ -
ADD: Outstanding Accounts Receivable	\$ 3,896	(D)	-	\$ 3,896
ADD: <u>Anticipated Grant Receivable</u>	\$ 5,246,478	(E)	-	\$ 5,246,478
Total Cash plus Accounts Receivable	\$ 7,041,971	(F)	\$ -	\$ 7,041,971
LESS Allowances for Uncollectibles	\$ -	(G)	-	\$ -
LESS Approved "A" Certified Forwards	\$ 41,553	(H)	-	\$ 41,553
Approved "B" Certified Forwards	\$ 5,275,002	(H)	-	\$ 5,275,002
Approved "FCO" Certified Forwards	\$ -	(H)	-	\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)	-	\$ -
LESS: <u>Due to State Funds/Deferred Revenue</u>	\$ 1,725,416	(J)	-	\$ 1,725,416
Unreserved Fund Balance, 07/01/11	\$ -	(K)	\$ -	\$ - **

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: 2012 - 2013

Department Title: Community Affairs - Division of Emergency Management

Trust Fund Title: Federal Emergency Management Program Support

LAS/PBS Fund Number: 2-525001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; - (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) - (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (5,275,002) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS - (D)

A/P not C/F-Operating Categories 28,524 (D)

Advances to Other Governments/Entities - GL25500 (1,800,709) (D)

Unearned Revenue - Long Term - GL48800 1,800,709 (D)

Anticipated Grant Receivable 5,246,478 (D)

ADJUSTED BEGINNING TRIAL BALANCE: - (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) - (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	U.S. Contributions Trust Fund
Budget Entity:	52600000
LAS/PBS Fund Number:	2-750001

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 16,454	(A)		\$ 16,454
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ 27,670,739	(D)		\$ 27,670,739
ADD: <u>Anticipated Grant Receivable</u>	\$ 204,847,997	(E)		\$ 204,847,997
Total Cash plus Accounts Receivable	\$ 232,535,190	(F)	\$ -	\$ 232,535,190
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 1,591,727	(H)		\$ 1,591,727
Approved "B" Certified Forwards	\$ 180,839,508	(H)		\$ 180,839,508
Approved "FCO" Certified Forwards	\$ 25,276,237	(H)		\$ 25,276,237
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)		\$ -
LESS: <u>Due to State Funds/Deferred Revenue</u>	\$ 24,827,718	(J)		\$ 24,827,718
Unreserved Fund Balance, 07/01/11	\$ -	(K)	\$ -	\$ - **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	U.S. Contributions Trust Fund
	2-750001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; - (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) - (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (180,839,508) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (25,276,237) (D)

A/P not C/F-Operating Categories 1,267,748 (D)

Advances to Other Governments/Entities - GL25500 (781,238) (D)

Unearned Revenue - Long Term - GL48800 781,238 (D)

Anticipated Grant Receivable 204,847,997 (D)

ADJUSTED BEGINNING TRIAL BALANCE: - (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) - (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**



Housing and Community Development:

- 52800100 - Affordable Housing and Neighborhood Redevelopment**
- 52800200 - Building Code Compliance and Hazard Mitigation**
- 52800300 - Public Service and Energy Initiatives**

Exhibits or Schedules



Housing and Community Development:

- 52800100 - Affordable Housing and Neighborhood Redevelopment**
- 52800200 - Building Code Compliance and Hazard Mitigation**
- 52800300 - Public Service and Energy Initiatives**

Schedule I Series

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Community Affairs **Budget Period:** 2012-13
Program: Housing and Community Dev.
Fund: Operating Trust Fund (2510)

Specific Authority: Section 189.427, 427, 553.77(4), 553.795(4), F.S.
Purpose of Fees Collected: Support the Hazardous Materials Compliance Programs and
Support the activities of the Florida Building 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.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2010 - 2011	FY 20 ___ - ___	FY 20 ___ - ___
<u>Receipts:</u>			
<u>Product Approval</u>	404,387		
<u>FBH/Manufactured Building Fees</u>	304,414		
<u>Special Districts Fees</u>	2,570,774		
<u>Bldg. Permit Surcharge</u>	50,453		
<u>Transfer from DBPR</u>	242,220		
Total Fee Collection to Line (A) - Section III	3,572,248	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	991,041		
Other Personal Services	1,178,865		
Expenses	208,499		
Operating Capital Outlay	4,178		
Transfer to Department of Health	282,637		
Contracted Services	11,576		
Risk Management	20,352		
Transfer to DMS/HR Services	8,500		
Indirect Costs Charged to Trust Fund	415,744		
Total Full Costs to Line (B) - Section III	3,121,392	-	-

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	3,572,248	-
TOTAL SECTION II	(B)	3,121,392	-
TOTAL - Surplus/Deficit	(C)	450,856	-

EXPLANATION of LINE C:
 The Schedule 1 unreserved fund balance rolling forward on July 1, 2011 was **\$2,334,169**. A balance of **\$2,679,665** is estimated to roll forward on July 1, 2012.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Community Development Block Grant Trust Fund
Budget Entity:	528000000
LAS/PBS Fund Number:	2-109002

	Balance as of 6/30/2011	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 1,584,673 (A)	[]	\$ 1,584,673
ADD: Other Cash (See Instructions)	\$ - (B)	[]	\$ -
ADD: Investments	\$ - (C)	[]	\$ -
ADD: Outstanding Accounts Receivable	\$ 10,420,525 (D)	[]	\$ 10,420,525
ADD: <u>Anticipated Accounts Receivable</u>	\$ 265,623,540 (E)	[]	\$ 265,623,540
Total Cash plus Accounts Receivable	\$ 277,628,738 (F)	\$ -	\$ 277,628,738
LESS Allowances for Uncollectibles	\$ - (G)	[]	\$ -
LESS Approved "A" Certified Forwards	\$ 78 (H)	[]	\$ 78
Approved "B" Certified Forwards	\$ 5,477 (H)	[]	\$ 5,477
Approved "FCO" CF 141141-06	\$ 165,218 (H)	[]	\$ 165,218
Approved "FCO" CF 141141-07	\$ 348,180 (H)	[]	\$ 348,180
Approved "FCO" CF 141141-08	\$ 3,845,042 (H)	[]	\$ 3,845,042
Approved "FCO" CF 141141-09	\$ 9,174,533 (H)	[]	\$ 9,174,533
Approved "FCO" CF 141141-10	\$ 30,539,107 (H)	[]	\$ 30,539,107
Approved "FCO" CF 141141-11	\$ 32,871,365 (H)	[]	\$ 32,871,365
Approved "FCO" CF 141143-09	\$ 27,948,605 (H)	[]	\$ 27,948,605
Approved "FCO" CF 141240-10	\$ 2,993,384 (H)	[]	\$ 2,993,384
Approved "FCO" CF 14655-07	\$ 85,379,165 (H)	[]	\$ 85,379,165
Approved "FCO" CF 14655-09	\$ 16,688,361 (H)	[]	\$ 16,688,361
Approved "FCO" CF 14655-11	\$ 61,390,286 (H)	[]	\$ 61,390,286
LESS: Other Accounts Payable (Nonoperating)	\$ 6,276,078 (I)	[]	\$ 6,276,078
LESS: <u>Advances from other funds between depart</u>	\$ 3,859 (J)	[]	\$ 3,859
Unreserved Fund Balance, 07/01/11	\$ - (K)	\$ -	\$ - **

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:	2012 - 2013
Department Title:	Community Affairs
Trust Fund Title:	Community Development Block Grant Trust Fund
LAS/PBS Fund Number:	2-109002

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	- (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	- (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	- (C)
SWFS Adjustment # and Description	- (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(5,477) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(271,343,247) (D)
A/P not C/F-Operating Categories	- (D)
A/P not C/F-FCO Categories	5,725,183 (D)
Advances to Other Governments/Entities - GL25500	(20,464,754) (D)
Unearned Revenue - Long Term - GL48800	20,464,754 (D)
Anticipated Grant Receivable	265,623,540 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	- (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	- (F)
DIFFERENCE:	- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Community Services Block Grant
Budget Entity:	52800000
LAS/PBS Fund Number:	2-118001

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 194,152	(A)		\$ 194,152
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ 99,443	(D)		\$ 99,443
ADD: <u>Anticipated Grant Receivable</u>	\$ 1,440,097	(E)		\$ 1,440,097
Total Cash plus Accounts Receivable	\$ 1,733,692	(F)	\$ -	\$ 1,733,692
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ 212,301	(H)		\$ 212,301
Approved "B" Certified Forwards	\$ 1,440,096	(H)		\$ 1,440,096
Approved "FCO" Certified Forwards	\$ -	(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)		\$ -
LESS: Unearned Revenue	\$ 81,295	(J)		\$ 81,295
Unreserved Fund Balance, 07/01/11	\$ -	(K)	\$ -	\$ - **

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:	2012 - 2013
Department Title:	Community Affairs
Trust Fund Title:	Community Services Block Grant
LAS/PBS Fund Number:	2-118001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	396,647 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #5200001 - Correction to adjust estimated budget	(396,647) (C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,440,096) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	-
A/P not C/F-Operating Categories	-
Advances to Other Governments/Entities - GL25500	2,488,634 (D)
Unearned Revenue - Long Term - GL48800	(2,488,634) (D)
Anticipated Grant Receivable	1,440,097 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	-
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	-
DIFFERENCE:	-

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Energy Consumption Trust Fund
Budget Entity:	52800000
LAS/PBS Fund Number:	2-174002

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 144,219	(A)		\$ 144,219
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ 91,842	(C)		\$ 91,842
ADD: Outstanding Accounts Receivable	\$ 283	(D)		\$ 283
ADD:	\$ -	(E)		\$ -
Total Cash plus Accounts Receivable	\$ 236,344	(F)	\$ -	\$ 236,344
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)	\$ 451	(I)		\$ 451
LESS: Due to Other Departments / Unearned Revenue	\$ 149,497	(J)		\$ 149,497
Unreserved Fund Balance, 07/01/11	\$ 86,396	(K)	\$ -	\$ 86,396 **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Energy Consumption Trust Fund
	2-174002

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 86,387 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS - (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS - (D)

A/P not C/F-Operating Categories 9 (D)

ADJUSTED BEGINNING TRIAL BALANCE:

86,396 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)

86,396 (F)

DIFFERENCE:

- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
Budget Entity:	Grants and Donations Trust Fund - HCD
LAS/PBS Fund Number:	528000000
	2-339048

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 292,614	(A)	[]	\$ 292,614
ADD: Other Cash (See Instructions)	\$ -	(B)	[]	\$ -
ADD: Investments	\$ 79,620	(C)	[]	\$ 79,620
ADD: Outstanding Accounts Receivable	\$ 88,012	(D)	[]	\$ 88,012
ADD: <u>Anticipated Grant Receivable</u>	\$ 95,452,107	(E)	[]	\$ 95,452,107
Total Cash plus Accounts Receivable	\$ 95,912,353	(F)	\$ -	\$ 95,912,353
LESS Allowances for Uncollectibles	\$ -	(G)	[]	\$ -
LESS Approved "A" Certified Forwards	\$ 32,288	(H)	[]	\$ 32,288
Approved "B" Certified Forwards	\$ 662,456	(H)	[]	\$ 662,456
Approved "FCO" CF 140125-09	\$ 94,789,651	(H)	[]	\$ 94,789,651
Approved "FCO" CF 140125-10	[]	(H)	[]	\$ -
Approved "FCO" CF 140125-11	[]	(H)	[]	\$ -
Approved "FCO" CF 141245-10	[]	(H)	[]	\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)	[]	\$ -
LESS: <u>Unearned Revenue</u>	\$ 382,179	(J)	[]	\$ 382,179
Unreserved Fund Balance, 07/01/11	\$ 45,779	(K)	\$ -	\$ 45,779 **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Grant and Donations Trust Fund
	2-339048

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	45,771 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	-
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	-
SWFS Adjustment # and Description	-
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(662,456) (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	(94,789,651) (D)
A/P not C/F-Operating Categories	8 (D)
Anticipated Grant Receivable	95,452,107 (D)
ADJUSTED BEGINNING TRIAL BALANCE:	45,779 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	45,779 (F)
DIFFERENCE:	- (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Florida Forever Trust Fund
Budget Entity:	520100000
LAS/PBS Fund Number:	2-349001

	Balance as of 6/30/2010		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 853,958	(A)		\$ 853,958
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ -	(D)		\$ -
ADD: <u>Anticipated Bond Proceeds</u>	\$ 27,027,642	(E)		\$ 27,027,642
Total Cash plus Accounts Receivable	\$ 27,881,600	(F)	\$ -	\$ 27,881,600
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ -	(H)		\$ -
Approved "B" Certified Forwards	\$ -	(H)		\$ -
Approved "FCO" Certified Forwards	\$ 27,881,600	(H)		\$ 27,881,600
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)		\$ -
LESS:	\$ -	(J)		\$ -
Unreserved Fund Balance, 07/01/11	\$ -	(K)	\$ -	\$ - **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Florida Forever
	2-349001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; 853,958 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX)

- (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description - (C)

SWFS Adjustment # and Description - (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS - (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (27,881,600) (D)

A/P not C/F-Operating Categories - (D)

Anticipated Grant Receivable 27,027,642 (D)

ADJUSTED BEGINNING TRIAL BALANCE: - (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) - (F)

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Low Income Home Energy Assistance Trust Fund
Budget Entity:	52800000
LAS/PBS Fund Number:	2-451001

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 92,696	(A)			\$ 92,696
ADD: Other Cash (See Instructions)	\$ -	(B)			\$ -
ADD: Investments	\$ -	(C)			\$ -
ADD: Outstanding Accounts Receivable	\$ 978,432	(D)	\$ 228,632		\$ 1,207,064
ADD: <u>Anticipated Grant Receivable</u>	\$ 25,428,735	(E)			\$ 25,428,735
Total Cash plus Accounts Receivable	\$ 26,499,863	(F)	\$ 228,632		\$ 26,728,495
LESS Allowances for Uncollectibles	\$ -	(G)			\$ -
LESS Approved "A" Certified Forwards	\$ 948,756	(H)			\$ 948,756
Approved "B" Certified Forwards	\$ 25,657,366	(H)			\$ 25,657,366
Approved "FCO" Certified Forwards	\$ -	(H)			\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ -	(I)			\$ -
LESS: <u>Unearned Revenue</u>	\$ 122,373	(J)			\$ 122,373
Unreserved Fund Balance, 07/01/11	\$ (228,632)	(K)	\$ 228,632		\$ - **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Low Income Home Energy Assistance Trust Fund
	2-451001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(347,916)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #5200021 - Adjustment to Receivable	<input type="text" value="228,632"/> (C)
SWFS Adjustment # and Description	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(25,657,366)"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text" value="-"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="347,916"/> (D)
Advances to Other Governments/Entities - GL25500	<input type="text" value="(6,255,472)"/> (D)
Unearned Revenue - Long Term - GL48800	<input type="text" value="6,255,472"/> (D)
Anticipated Grant Receivable	<input type="text" value="25,428,735"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="-"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="-"/> (F)
DIFFERENCE:	<input type="text" value="-"/> (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title:	Community Affairs
Trust Fund Title:	Operating Trust Fund - HCD
Budget Entity:	528000000
LAS/PBS Fund Number:	2-510080

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$ 2,375,540	(A)		\$ 2,375,540
ADD: Other Cash (See Instructions)	\$ -	(B)		\$ -
ADD: Investments	\$ -	(C)		\$ -
ADD: Outstanding Accounts Receivable	\$ 549,932	(D)		\$ 549,932
ADD: _____	\$ -	(E)		\$ -
Total Cash plus Accounts Receivable	\$ 2,925,472	(F)		\$ 2,925,472
LESS Allowances for Uncollectibles	\$ -	(G)		\$ -
LESS Approved "A" Certified Forwards	\$ -	(H)		\$ -
Approved "B" Certified Forwards	\$ 125,586	(H)		\$ 125,586
Approved "FCO" Certified Forwards	\$ -	(H)		\$ -
LESS: Other Accounts Payable (Nonoperating)	\$ 120,221	(I)		\$ 120,221
LESS: _____		(J)		\$ -
Unreserved Fund Balance, 07/01/11	\$ 2,679,665	(K)	\$ -	\$ 2,679,665 **

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

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Community Affairs
LAS/PBS Fund Number:	Operating Trust Fund
	2-510080

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	4,144,375 (A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)

-	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	-	(C)
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SWFS Adjustment # and Description	-	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(125,586)	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	-	(D)
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A/P not C/F-Operating Categories	-	(D)
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Less Other Loans Receivable - GL25410	(1,297,519)	(D)
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Less Other Paid on Principal CY - GL25430	(41,605)	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	2,679,665	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	2,679,665	(F)
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DIFFERENCE:	-	(G)*
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***SHOULD EQUAL ZERO.**

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Community Affairs / Executive Direction and Support Services
 Agency Budget Officer/OPB Analyst Name: Christine Savage/Kim Banks

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	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003

1. GENERAL

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? (CSDI)	Y	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y	Y	Y

AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	Y	Y	Y
TIP 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.							

2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A	N/A	N/A

AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y	Y
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Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Generally look for and be able to fully explain significant differences between A02 and A03.							
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.							
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.							
4. EXHIBIT D (EADR, EXD)							
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4.2 Is the program component code and title used correct?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.							
5. EXHIBIT D-1 (ED1R, EXD1)							
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y	Y
AUDITS:							
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y	Y
TIP 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.							
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.							
TIP 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.							
TIP 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.							

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)							
6.1	Are issues appropriately aligned with appropriation categories?	N/A	N/A	N/A	N/A	N/A	N/A
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A	N/A	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	N/A	N/A	N/A	N/A	N/A	N/A
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:							
7.18 Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.22 Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.							
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.							
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.							
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).							
TIP If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.							

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)							
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y	Y
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)?	Y	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y	Y
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	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A	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)?	Y	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y
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.)	N/A	N/A	N/A	N/A	N/A	N/A
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	N/A	N/A	N/A	N/A	N/A	N/A
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	N/A	N/A	N/A	N/A	N/A	N/A
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
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	N/A	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A	N/A	N/A
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y	Y
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.)	Y	Y	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column A02? 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.	N/A	N/A	N/A	N/A	N/A	N/A	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?	Y	Y	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y	Y	Y
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y	Y
AUDITS:							
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y	Y
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? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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. (SC1R, DEPT)	Y	Y	Y	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!							
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)							

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.							
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.							
9. SCHEDULE II (PSCR, SC2)							
AUDIT:							
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)							
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)							
11.1 Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.							
12. SCHEDULE VIIIA (EADR, SC8A)							
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13. SCHEDULE VIIIB-1 (EADR, S8B1)							
13.1 NOT REQUIRED FOR THIS YEAR	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14. SCHEDULE VIIIB-2 (EADR, S8B2)							
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)							
15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (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.)	Y	Y	Y	Y	Y	Y	Y
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:							
15.3 Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y	Y
15.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003
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	N/A	N/A	N/A	N/A	N/A	N/A
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	N	N	N	N	N	N	N
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.							
16. MANUALLY PREPARED EXHIBITS & SCHEDULES							
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION							
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.							
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.							
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)							
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.5 Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.							
18. FLORIDA FISCAL PORTAL							
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)						
	520101	520103	525001	526000	528001	528002	528003

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)								
19.1	<p>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:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 							
		Y	Y	Y	Y	Y	Y	Y