

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2011

450000 DEPARTMENT OF STATE  
 10 1 000132 GENERAL REVENUE FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	83,423.50
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	20,000.00
13100 000000	UNEXPENDED GENERAL REVENUE RELEASES BALANCE BROUGHT FORWARD	793,379.10
081182	LIBRARY CONSTRUCTION GRNTS	0.00
081182 01	LIBRARY CONSTRUCTION GRNTS	0.00
081182 02	LIBRARY CONSTRUCTION GRNTS	0.00
081182 03	LIBRARY CONSTRUCTION GRNTS	0.00
081182 04	LIBRARY CONSTRUCTION GRNTS	0.00
081182 05	LIBRARY CONSTRUCTION GRNTS	0.00
081182 06	LIBRARY CONSTRUCTION GRNTS	0.00
081182 07	LIBRARY CONSTRUCTION GRNTS	0.00
081182 08	LIBRARY CONSTRUCTION GRNTS	0.00
081182 99	LIBRARY CONSTRUCTION GRNTS	0.00
082110 01	OLD CAPITAL MUSEUM	0.00
082110 02	OLD CAPITAL MUSEUM	0.00
083083 01	REN COCONUT GROVE PLAYHSE	0.00
	** GL 13100 TOTAL	793,379.10
15100 000100	ACCOUNTS RECEIVABLE	4,439.78
001200		5,499.31
001202		2,153.00
001800		375,000.00
001904		0.00
	** GL 15100 TOTAL	387,092.09
15900 000000	ALLOWANCE FOR UNCOLLECTIBLES BALANCE BROUGHT FORWARD	2,234.78-
000100		2,143.50-
001202		0.00
001800		375,000.00-
001904		0.00
	** GL 15900 TOTAL	379,378.28-
17101 000000	OFFICE SUPPLY INVENTORY BALANCE BROUGHT FORWARD	0.00

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450000 DEPARTMENT OF STATE  
10 1 000132 GENERAL REVENUE FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
17102 000000	POSTAGE INVENTORY BALANCE BROUGHT FORWARD	0.00
17200 000000	GOODS PURCHASED FOR RESALE BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000 CF	EXPENSES	23,398.38-
060000	OPERATING CAPITAL OUTLAY	64.00
060000 CF	OPERATING CAPITAL OUTLAY	3,157.00-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	4,852.88-
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	228,996.85-
101977	LIBRARY RESOURCES	0.00
101977 CF	LIBRARY RESOURCES	17,321.78-
101981	LITIGATION EXPENSES	0.00
101981 CF	LITIGATION EXPENSES	58,649.00-
210008	DCF DATA CENTER	0.00
	** GL 31100 TOTAL	336,311.89-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	2,115.77-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	8,544.81-
103206	RICO ACT-ALIEN CORPORATION	0.00
103206 CF	RICO ACT-ALIEN CORPORATION	10,112.64-
	** GL 32100 TOTAL	20,773.22-
35200	DUE TO STATE FUNDS, WITHIN DEPARTMENT	
040000	EXPENSES	0.00
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	435.06-
	** GL 35200 TOTAL	435.06-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	278.60
040000 CF	EXPENSES	82,171.30-
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	50,000.00-
210022	NORTHWOOD SRC (NSRC)	0.00
210022 CF	NORTHWOOD SRC (NSRC)	10,000.00-
	** GL 35300 TOTAL	141,892.70-

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450000 DEPARTMENT OF STATE  
 10 1 000132 GENERAL REVENUE FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
101548	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	114,756.00-
	** GL 35500 TOTAL	114,756.00-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
000100		90,987.31-
000500		0.00
001200		0.00
001202		0.00
001800		0.00
001903		0.00
001904		0.00
	** GL 35600 TOTAL	90,987.31-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	0.00
010000	CF SALARIES AND BENEFITS	78,059.27-
	** GL 38600 TOTAL	78,059.27-
45100	ADVANCES FROM OTHER FUNDS BETWEEN DEPA	
000000	BALANCE BROUGHT FORWARD	20,150.00-
54900	ASSIGNED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	15,611.96-
081182	LIBRARY CONSTRUCTION GRNTS	0.00
081182 01	LIBRARY CONSTRUCTION GRNTS	0.00
081182 02	LIBRARY CONSTRUCTION GRNTS	0.00
081182 03	LIBRARY CONSTRUCTION GRNTS	0.00
081182 04	LIBRARY CONSTRUCTION GRNTS	0.00
081182 05	LIBRARY CONSTRUCTION GRNTS	0.00
081182 06	LIBRARY CONSTRUCTION GRNTS	0.00
081182 07	LIBRARY CONSTRUCTION GRNTS	0.00
081182 08	LIBRARY CONSTRUCTION GRNTS	0.00
081182 99	LIBRARY CONSTRUCTION GRNTS	0.00
082110 01	OLD CAPITAL MUSEUM	0.00
082110 02	OLD CAPITAL MUSEUM	85,539.00-
083083 01	REN COCONUT GROVE PLAYHSE	0.00
	** GL 54900 TOTAL	101,150.96-

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JULY 01, 2011

450000 DEPARTMENT OF STATE  
10 1 000132 GENERAL REVENUE FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
55200 000000	FUND BALANCE RESERVED FOR INVENTORIES BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
081182 01	LIBRARY CONSTRUCTION GRNTS	0.00
081182 02	LIBRARY CONSTRUCTION GRNTS	0.00
081182 03	LIBRARY CONSTRUCTION GRNTS	0.00
081182 04	LIBRARY CONSTRUCTION GRNTS	0.00
083083 01	REN COCONUT GROVE PLAYHSE	0.00
140015 01	G/A-SPEC CAT-CUL FAC PROG	0.00
140015 02	G/A-SPEC CAT-CUL FAC PROG	0.00
140015 03	G/A-SPEC CAT-CUL FAC PROG	0.00
140020 01	G/A-SPEC CAT-ACQ, REST/HIS	0.00
140020 02	G/A-SPEC CAT-ACQ, REST/HIS	0.00
140020 03	G/A-SPEC CAT-ACQ, REST/HIS	0.00
140020 04	G/A-SPEC CAT-ACQ, REST/HIS	0.00
140051 04	G/A EMERGENCY REPAIRS HISTORIC PRES	0.00
	** GL 55600 TOTAL	0.00
94100	ENCUMBRANCES	
040000 CF	EXPENSES	15,773.85
060000 CF	OPERATING CAPITAL OUTLAY	1,074.94
081182 05	LIBRARY CONSTRUCTION GRNTS	350,000.00
081182 06	LIBRARY CONSTRUCTION GRNTS	700,000.00
081182 07	LIBRARY CONSTRUCTION GRNTS	550,000.00
081182 08	LIBRARY CONSTRUCTION GRNTS	200,000.00
100777 CF	CONTRACTED SERVICES	32,880.00
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	11,005.95
101977 CF	LIBRARY RESOURCES	40,072.54
	** GL 94100 TOTAL	1,900,807.28
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000 CF	EXPENSES	15,773.85-
060000 CF	OPERATING CAPITAL OUTLAY	1,074.94-
081182 05	LIBRARY CONSTRUCTION GRNTS	350,000.00-
081182 06	LIBRARY CONSTRUCTION GRNTS	700,000.00-
081182 07	LIBRARY CONSTRUCTION GRNTS	550,000.00-
081182 08	LIBRARY CONSTRUCTION GRNTS	200,000.00-
100777 CF	CONTRACTED SERVICES	32,880.00-
101548 CF	GRANTS AND AIDS - HISTORIC PRESERVATION GRA	11,005.95-
101977 CF	LIBRARY RESOURCES	40,072.54-
	** GL 98100 TOTAL	1,900,807.28-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	61,390.80
15900 001800	ALLOWANCE FOR UNCOLLECTIBLES	0.00
16400 000700 001500	DUE FROM FEDERAL GOVERNMENT	0.00 0.00
	** GL 16400 TOTAL	0.00
32100 030000 030000	ACCRUED SALARIES AND WAGES OTHER PERSONAL SERVICES CF OTHER PERSONAL SERVICES	0.00 1,807.45-
	** GL 32100 TOTAL	1,807.45-
38800 000000 000700	UNEARNED REVENUE - CURRENT BALANCE BROUGHT FORWARD	0.00 59,583.35-
	** GL 38800 TOTAL	59,583.35-
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	7,010,901.13
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	579.06-
040000 CF	EXPENSES	17,397.40-
100777	CONTRACTED SERVICES	0.00
100777 CF	CONTRACTED SERVICES	9,110.75-
	** GL 31100 TOTAL	27,087.21-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	2,457.96-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	33,707.98-
	** GL 32100 TOTAL	36,165.94-
35300	DUE TO OTHER DEPARTMENTS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	1,373.18-
	** GL 35300 TOTAL	1,373.18-
35500	DUE TO OTHER GOVERNMENTAL UNITS	
040000	EXPENSES	0.00
040000 CF	EXPENSES	7,855.71-
	** GL 35500 TOTAL	7,855.71-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	20.90-
54900	ASSIGNED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
55100	FUND BALANCE RESERVED FOR ENCUMBRANCES	
000000	BALANCE BROUGHT FORWARD	0.00
55600	RESERVED FOR FCO AND GRANTS/AID - FCO	
080901 09	CENTRAL FAC/MAINT & REPAIR	0.00
084603 06	MISSION SAN LUIS FORT CONSTRUCTION	0.00
084603 07	MISSION SAN LUIS FORT CONSTRUCTION	0.00
140222 08	LIGHTHOUSE RESTORATION PRJ	0.00
	** GL 55600 TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
57300 000000	RESTRICTED BY GRANTORS AND CONTRIBUTOR BALANCE BROUGHT FORWARD	6,938,398.19-
94100	ENCUMBRANCES	
030000 CF	OTHER PERSONAL SERVICES	435,599.00
040000 CF	EXPENSES	7,852.30
080901 09	CENTRAL FAC/MAINT & REPAIR	189,030.36
080902 11	GROVE - REPAIR/MAINT/ADA	1,579,358.00
083853 11	FL/HIST/MSM/PERM/EXHIBIT	847,532.46
100777 CF	CONTRACTED SERVICES	486,613.81
210014 CF	OTHER DATA PROCESSING SVCS	15,432.04
	** GL 94100 TOTAL	3,561,417.97
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
030000 CF	OTHER PERSONAL SERVICES	435,599.00-
040000 CF	EXPENSES	7,852.30-
080901 09	CENTRAL FAC/MAINT & REPAIR	189,030.36-
080902 11	GROVE - REPAIR/MAINT/ADA	1,579,358.00-
083853 11	FL/HIST/MSM/PERM/EXHIBIT	847,532.46-
100777 CF	CONTRACTED SERVICES	486,613.81-
210014 CF	OTHER DATA PROCESSING SVCS	15,432.04-
	** GL 98100 TOTAL	3,561,417.97-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
20 2 339097 GRANTS & DONATIONS HELP AMERICA VOTE ACT (HAVA)

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	680,029.67
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	61,491,796.81
15300 000504	INTEREST AND DIVIDENDS RECEIVABLE	138,680.19
31100	ACCOUNTS PAYABLE	
100495	SW VOTER REGISTR SYST/HAVA	2,928.98-
100495 CF	SW VOTER REGISTR SYST/HAVA	50,640.00-
	** GL 31100 TOTAL	53,568.98-
32100	ACCRUED SALARIES AND WAGES	
010000	SALARIES AND BENEFITS	0.00
010000 CF	SALARIES AND BENEFITS	5,255.55-
030000	OTHER PERSONAL SERVICES	0.00
030000 CF	OTHER PERSONAL SERVICES	4,435.18-
	** GL 32100 TOTAL	9,690.73-
35300	DUE TO OTHER DEPARTMENTS	
100495	SW VOTER REGISTR SYST/HAVA	0.00
100495 CF	SW VOTER REGISTR SYST/HAVA	209.95-
310403	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	6,163.83-
	** GL 35300 TOTAL	6,373.78-
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
57200 000000	RESTRICTED BY FEDERAL GOVERNMENT BALANCE BROUGHT FORWARD	62,240,873.18-
	*** FUND TOTAL	0.00



BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
20 2 450001 LIBRARY SERVICES TF DOS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	0.00
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	369,120.75
15100 000100	ACCOUNTS RECEIVABLE	1,842.05
15900 000100	ALLOWANCE FOR UNCOLLECTIBLES	0.00
31100 040000	ACCOUNTS PAYABLE EXPENSES	0.00
040000	CF EXPENSES	3,813.90-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	39,910.00-
	** GL 31100 TOTAL	43,723.90-
32100 030000	ACCRUED SALARIES AND WAGES OTHER PERSONAL SERVICES	0.00
030000	CF OTHER PERSONAL SERVICES	10,323.33-
	** GL 32100 TOTAL	10,323.33-
38800 000000	UNEARNED REVENUE - CURRENT BALANCE BROUGHT FORWARD	0.00
000700		316,915.57-
	** GL 38800 TOTAL	316,915.57-
38900 000000	DEFERRED REVENUES BALANCE BROUGHT FORWARD	0.00
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
55600 081182	RESERVED FOR FCO AND GRANTS/AID - FCO 05 LIBRARY CONSTRUCTION GRNTS	0.00
94100 040000	ENCUMBRANCES CF EXPENSES	34.63
100777	CF CONTRACTED SERVICES	134,430.00
101977	CF LIBRARY RESOURCES	16,492.00
	** GL 94100 TOTAL	150,956.63

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
20 2 450001 LIBRARY SERVICES TF DOS

G-L	G-L ACCOUNT NAME	BEGINNING BALANCE
CAT		

98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	34.63-
100777	CF CONTRACTED SERVICES	134,430.00-
101977	CF LIBRARY RESOURCES	16,492.00-
	** GL 98100 TOTAL	150,956.63-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
20 2 510001 OPERATING TRUST FUND DOS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	0.00
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	139,833.18
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	155,632.97
15300 000502	INTEREST AND DIVIDENDS RECEIVABLE	350.15
15900 000500 001904	ALLOWANCE FOR UNCOLLECTIBLES	0.00 0.00 0.00
	** GL 15900 TOTAL	0.00
31100 040000 040000 100777 100777 101548 101548	ACCOUNTS PAYABLE EXPENSES CF EXPENSES CONTRACTED SERVICES CF CONTRACTED SERVICES GRANTS AND AIDS - HISTORIC PRESERVATION GRA CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00 5,232.59- 0.00 7,060.00- 0.00 5,000.00-
	** GL 31100 TOTAL	17,292.59-
32100 030000 030000	ACCRUED SALARIES AND WAGES OTHER PERSONAL SERVICES CF OTHER PERSONAL SERVICES	0.00 18,338.74- 18,338.74-
	** GL 32100 TOTAL	18,338.74-
35300 040000 040000 310403	DUE TO OTHER DEPARTMENTS EXPENSES CF EXPENSES ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	1,161.65- 46.28- 15.56- 1,223.49-
	** GL 35300 TOTAL	1,223.49-
35500 101548 101548	DUE TO OTHER GOVERNMENTAL UNITS GRANTS AND AIDS - HISTORIC PRESERVATION GRA CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	0.00 53,800.00- 53,800.00-
	** GL 35500 TOTAL	53,800.00-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	145.78-

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38800 000000	UNEARNED REVENUE - CURRENT BALANCE BROUGHT FORWARD	0.00
38900 001510	DEFERRED REVENUES	16,256.83-
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	188,758.87-
55100 000000	FUND BALANCE RESERVED FOR ENCUMBRANCES BALANCE BROUGHT FORWARD	0.00
94100	ENCUMBRANCES	
040000	CF EXPENSES	1,330.24
100777	CF CONTRACTED SERVICES	730.00
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	57,700.00
	** GL 94100 TOTAL	59,760.24
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	1,330.24-
100777	CF CONTRACTED SERVICES	730.00-
101548	CF GRANTS AND AIDS - HISTORIC PRESERVATION GRA	57,700.00-
	** GL 98100 TOTAL	59,760.24-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
20 2 537001 CLEARING TRUST FUND-DOS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	53,290.91
15100 000100 001202	ACCOUNTS RECEIVABLE	1,781.82 350.24
	** GL 15100 TOTAL	2,132.06
35600 181137 181232 310322	DUE TO GENERAL REVENUE TRANSFER TO EOG NOTARY SURCHARGE FEES TR/DFS/ELEC CAMPGN FIN CON SERVICE CHARGE TO GEN REV	43,346.72- 2,195.92- 9,880.33-
	** GL 35600 TOTAL	55,422.97-
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	0.00
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	666,512.43
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15100 001905	ACCOUNTS RECEIVABLE	1,350.02
15900 001800 001905	ALLOWANCE FOR UNCOLLECTIBLES	0.00 0.00 0.00
	** GL 15900 TOTAL	0.00
16200 001903	DUE FROM STATE FUNDS, WITHIN DEPART.	435.06
16300 001903	DUE FROM OTHER DEPARTMENTS	59,637.72
16500 001905	DUE FROM OTHER GOVERNMENTAL UNITS	21,223.52
17100 000000	SUPPLY INVENTORY BALANCE BROUGHT FORWARD	0.00
27600 000000 040000 060000 100021	FURNITURE AND EQUIPMENT BALANCE BROUGHT FORWARD EXPENSES OPERATING CAPITAL OUTLAY ACQUISITION/MOTOR VEHICLES	702,061.61 209,189.17- 353,274.00- 15,888.00-
	** GL 27600 TOTAL	123,710.44
27700 000000 040000 060000 100021	ACC DEPR - FURNITURE & EQUIPMENT BALANCE BROUGHT FORWARD EXPENSES OPERATING CAPITAL OUTLAY ACQUISITION/MOTOR VEHICLES	622,939.83- 169,049.65 360,958.36 4,018.40-
	** GL 27700 TOTAL	96,950.22-

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2011

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
31100	ACCOUNTS PAYABLE	
040000	EXPENSES	0.00
040000	CF EXPENSES	689.55-
	** GL 31100 TOTAL	689.55-
35600	DUE TO GENERAL REVENUE	
310322	SERVICE CHARGE TO GEN REV	7,657.65-
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	27,363.41-
48600	COMPENSATED ABSENCES LIABILITY	
010000	SALARIES AND BENEFITS	43,157.21-
53600	INVESTED IN CAPITAL ASSETS NET OF RELA	
000000	BALANCE BROUGHT FORWARD	26,760.22-
53900	NET ASSETS UNRESTRICTED	
000000	BALANCE BROUGHT FORWARD	670,290.93-
	*** FUND TOTAL	0.00



BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
74 8 100004 TRAVEL AND INCIDENTAL EXPENSE REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	0.00
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
74 8 100006 LICENSING-INFORMATION & EVIDENCE REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200 000000	CASH IN BANK BALANCE BROUGHT FORWARD	0.00
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
80 9 100001 DEPT. OF STATE GOVERNMENTAL FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
26600	ART & HISTORICAL TREASURES - NONDEPREC	
000000	BALANCE BROUGHT FORWARD	1,641,456.00
040000	EXPENSES	326,693.00
060000	OPERATING CAPITAL OUTLAY	145,192.00
	** GL 26600 TOTAL	2,113,341.00
26700	LEASEHOLD IMPROVEMENTS	
060000	OPERATING CAPITAL OUTLAY	268,042.50
26800	ACC DEPR - LEASEHOLD IMPROVEMENTS	
060000	OPERATING CAPITAL OUTLAY	160,825.50-
27200	BUILDINGS AND BUILDING IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	15,861,535.67
030000	OTHER PERSONAL SERVICES	190,517.35
040000	EXPENSES	6,419,329.93-
060000	OPERATING CAPITAL OUTLAY	146,201.61-
084603	MISSION SAN LUIS FORT CONSTRUCTION	9,174,742.80
084816	RENO/IMP/COCONUT GV PHLHSE	1,113,030.00-
100495	SW VOTER REGISTR SYST/HAVA	205,800.00
	** GL 27200 TOTAL	17,754,034.28
27300	ACC DEPR - BUILDINGS & BUILDING IMPROV	
000000	BALANCE BROUGHT FORWARD	92,591.56-
040000	EXPENSES	1,564,904.20-
060000	OPERATING CAPITAL OUTLAY	2,118,382.95-
084603	MISSION SAN LUIS FORT CONSTRUCTION	364,104.32-
100495	SW VOTER REGISTR SYST/HAVA	57,133.32-
	** GL 27300 TOTAL	4,197,116.35-
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	14,436,276.95
002900		10,827.24-
040000	EXPENSES	1,922,847.88-
060000	OPERATING CAPITAL OUTLAY	5,382,860.87-
100021	ACQUISITION/MOTOR VEHICLES	560,988.65-
100104	VOTER INFORMATION	23,120.98
100155	VOTING SYSTEMS ASSISTANCE	97,730.00
100495	SW VOTER REGISTR SYST/HAVA	1,517,715.69
100777	CONTRACTED SERVICES	45.00
101977	LIBRARY RESOURCES	31,238.00
103744	TRANSITION ASSISTANCE	15,218.90-
104510	ELECTION FRAUD PREVENTION	23,629.90
210000	CATEGORY NAME NOT ON TITLE FILE	5,531.84-
210014	OTHER DATA PROCESSING SVCS	1,834,582.07

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2011

450000 DEPARTMENT OF STATE  
 80 9 100001 DEPT. OF STATE GOVERNMENTAL FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
990000	CATEGORY NAME NOT ON TITLE FILE	7,435.00-
	** GL 27600 TOTAL	10,058,628.21
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	2,812.14-
002900		10,827.24
040000	EXPENSES	593,960.68-
060000	OPERATING CAPITAL OUTLAY	4,739,701.86-
100021	ACQUISITION/MOTOR VEHICLES	253,648.95-
100104	VOTER INFORMATION	4,238.92-
100155	VOTING SYSTEMS ASSISTANCE	97,730.00-
100495	SW VOTER REGISTR SYST/HAVA	1,389,712.07-
100777	CONTRACTED SERVICES	234.39-
101977	LIBRARY RESOURCES	18,742.76-
103744	TRANSITION ASSISTANCE	126.83
104510	ELECTION FRAUD PREVENTION	40,854.71-
210014	OTHER DATA PROCESSING SVCS	1,613,625.97-
990000	CATEGORY NAME NOT ON TITLE FILE	1,018.45-
	** GL 27700 TOTAL	8,745,326.83-
28200	LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	9,447,267.08
040000	EXPENSES	7,761,275.77
060000	OPERATING CAPITAL OUTLAY	4,886,668.71-
101977	LIBRARY RESOURCES	5,427,664.70
	** GL 28200 TOTAL	17,749,538.84
28300	ACC DEPR - LIBRARY RESOURCES	
040000	EXPENSES	3,178,240.03-
060000	OPERATING CAPITAL OUTLAY	4,061,171.48-
101977	LIBRARY RESOURCES	2,082,267.88-
	** GL 28300 TOTAL	9,321,679.39-
54900	ASSIGNED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	25,518,636.76-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2011

450000 DEPARTMENT OF STATE  
90 9 100001 DEPT. OF STATE GOVERNMENTAL FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 010000	CURRENT COMPENSATED ABSENCES LIABILITY SALARIES AND BENEFITS	630,666.38-
48600 000000 010000	COMPENSATED ABSENCES LIABILITY BALANCE BROUGHT FORWARD SALARIES AND BENEFITS	0.00 2,013,712.62-
	** GL 48600 TOTAL	2,013,712.62-
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	2,644,379.00
	*** FUND TOTAL	0.00 E



**FLORIDA  
DEPARTMENT OF  
STATE**

**LEGISLATIVE  
BUDGET  
REQUEST**

**SCHEDULE I  
DEPARTMENTAL PACKET**

**FISCAL YEAR  
2012-2013**

## SCHEDULE I NARRATIVE

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45000000 – Department Level

**Fund:** 2261 – Federal Grants Trust Fund

### **Adjustments in Section III**

- There were no adjustments in Section III.

### **Revenue Narrative**

The projected revenue estimates are based on grant award documents from the federal awarding agencies.

- The Division of Elections receives federal dollars related to the Help America Vote Act of 2002 (HAVA). HAVA mandated that all states and localities upgrade many aspects of their election procedures, including their voting machines, registration processes and poll worker training.
- The Division of Historical Resources receives federal dollars from the following agencies:
  - The National Park Service (NPS)
  - The National Endowment for the Arts (NEA)
  - The National Oceanic and Atmospheric Administration (NOAA) via the Florida Department of Environmental Protection.
  - The Federal Highway Administration via the Florida Department of Transportation.
- The Division of Library and Information Services receives federal dollars from the Institute of Museum and Library Services (IMLS) in order to implement the Library Services and Technology Act (LSTA).
- The Division of Cultural Affairs receives federal dollars from the National Endowment for the Arts (NEA).

### **5 Percent Trust Fund Reserve**

- There is no reserve requirement.

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

**Agency Name Department of State**

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

**Fund Name and Number :** Elections Federal Grants Trust Fund - 2261

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>
FDLE 710000-20-2-261018	181074		145,830.00	145,830.00	Sheri Boyce confirmed - 9/12/11



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

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

**Fund Name and Number :** Historical Resources Federal Grants Trust Fund - 2261

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>
DEP 370000-20-2-339074	001510			100,000.00	
DOT 550000-10-2-540001	001510		240,950.00	240,950.00	Ellyn Hutson confirmed - 9/13/11

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>

## SCHEDULE I NARRATIVE

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45500000 – Department Level

**Fund:** 2279 – Fine Arts Trust Fund

### **Adjustments in Section III**

- Adjustment to line A in the amount of \$8,913 was made in order to reflect reversal of prior year unearned revenue for federal cash on hand.

### **Revenue Narrative**

- There is no projected revenue estimate due to SB1644 terminating the Fine Arts Trust Fund.

### **5 Percent Trust Fund Reserve**

- There is no reserve requirement for Fine Arts Trust Fund.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 13</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Florida Fine Arts Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Cultural Affairs - 45500300
	2279

	Balance as of 6/30/2011		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	61,391	(A)			61,391
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable	0	(D)			0
ADD: _____	0	(E)			0
<b>Total Cash plus Accounts Receivable</b>	61,391	(F)	0		61,391
LESS Allowances for Uncollectibles	0	(G)			0
LESS "A" Carry Forwards	1,808	(H)			1,808
"B" Carry Forwards	0	(H)			0
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Non-operating)	59,583	(I)			59,583
LESS: _____	0	(J)			0
<b>Unreserved Fund Balance, 07/01/2011</b>	0	(K)	0		0

**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.

## SCHEDULE I NARRATIVE

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45000000 – Department Level

**Fund:** 2339 – Grants and Donations Trust Fund

### **Adjustments in Section III**

- Adjustment to line A in the amount of \$711 was made in order to reflect reversal of prior year payable not certified forward.

### **Revenue Narrative**

- The projected revenue estimates for the transfer from the Department of Environmental Protection is based on information provided by DEP. This is revenue from the Conservation and Recreation Lands (CARL) Program. Other revenue is from miscellaneous sources such as underwater salvage fees, copying charges and royalties from publications. The Art in State Buildings revenue is received from state agencies for artwork that is being displayed in newly constructed state buildings which provide public access.

### **5 Percent Trust Fund Reserve**

- The 5 percent calculation is based on anticipated revenue from the Department of Environmental Protection. It does not include anticipated revenue from the non-federal grant since those funds can only be used to reimburse specific expenditures pursuant to the grant award letter.

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

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

**Fund Name and Number :** Grants and Donations Trust Fund-2339

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>
FDLE 710000-20-2-261018	181074	125,045.00			I confirmed with Sheri Boyce on September 12, 2011

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

**Agency Name Department of State**

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

**Fund Name and Number :** Historical Resources Grants and Donations Trust Fund - 2339

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>
DEP 370000-20-2-131001	001500	4,910,483.00	4,910,483.00	5,000,000.00	Kathy Shettle confirmed - 9/13/11

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

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 13</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Grants & Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	45200700/45100200
	2339

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	7,690,931	(A)		7,690,931
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	61,491,797	(C)		61,491,797
ADD: Outstanding Accounts Receivable	138,680	(D)		138,680
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	69,321,408	(F)	0	69,321,408
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	132,444	(H)		132,444
"B" Carry Forwards	945,497	(H)		945,497
Approved "FCO" Certified Forwards	2,939,031	(H)		2,939,031
LESS: Other Accounts Payable (Non-operating)	6,184	(I)		6,184
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>65,298,252</b>	(K)	<b>0</b>	<b>65,298,252</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

**Department Title:** Department of State  
**Trust Fund Title:** Elections Grants & Donations Trust Fund  
**LAS/PBS Fund Number:** 2339

**BEGINNING TRIAL BALANCE:**

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

Total all GLC's 5XXXX for governmental funds; 62,240,874.00 (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 0.00 (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS 0.00 (D)

Payable not Certified 2,929.00 (D)

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 62,243,803.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 62,243,803.00 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**



**5% TRUST FUND RESERVE CALCULATION**  
**DIVISION OF HISTORICAL RESOURCES**  
**GRANTS AND DONATIONS TRUST FUND-2339**

<u>FY 2011-12 Revenue</u>	<u>Amount</u>
Transfer from DEP - CARL	4,910,483
Less: Refunds	-
Interest - State Treasury	-
Underwater Exploration	3,600
Archaeological Publications	150
Preservation of Artifacts	
Recycling	100
Royalties	700
Sale of Surplus Property	1,500
Copy Charges	1,000
	<b><u>4,917,533</u></b>
Total Revenue	4,917,533
Total Revenue Subject to 5% Reserve Calculation	0.05
Multiplied by 5%	<b><u>245,877</u></b>
<b>Total 5% Reserve of Grants and Donations Trust Fund</b>	

## **SCHEDULE I NARRATIVE**

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45400000 – Library and Information Services

**Fund:** 2450 – Library Services Trust Fund

### **Adjustments in Section III**

- There were no adjustments in Section III.

### **Revenue Narrative**

- There is no projected revenue estimate due to SB1644 terminating the Library Services Trust Fund.

### **5 Percent Trust Fund Reserve**

- There is no reserve requirement for the Library Services Trust Fund.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2012 - 13
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Library Services Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Library and Information Services - 45400100
	2450

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	369,121	(A)		369,121
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	1,842	(D)		1,842
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	370,963	(F)	0	370,963
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	54,047	(H)		54,047
"B" Carry Forwards	150,957	(H)		150,957
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	316,916	(I)	-150,957	165,959
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	(150,957)	(K)	150,957	0**

**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:** Department of State  
**Trust Fund Title:** Library Services Trust Fund  
**LAS/PBS Fund Number:** 2450

**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 #1 to adjust for Unearned Federal Cash on Hand  (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)

(D)

(D)

(D)

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

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

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE I NARRATIVE

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45200000 – Historical Resources

**Fund:** 2510 – Operating Trust Fund

### **Adjustments in Section III**

- There were no adjustments in Section III.

### **Revenue Narrative**

- There is no projected revenue estimate. Revenues previously deposited in this trust fund have been transferred to the Federal Grants Trust Fund and/or the Grants and Donations Trust Fund pursuant to Trust Fund review conducted in FY 2009-10.

### **5 Percent Trust Fund Reserve**

- There is no reserve requirement for Operating Trust Fund.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2012 - 13
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Operating Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Historical Resources - 45200700
	2510

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	139,833	(A)		139,833
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	155,633	(C)		155,633
ADD: Outstanding Accounts Receivable	350	(D)		350
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	295,816	(F)	0	295,816
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	89,478	(H)		89,478
"B" Carry Forwards	59,760	(H)		59,760
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	16,417	(I)		16,417
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>130,161</b>	(K)	<b>0</b>	<b>130,161</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

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

**BEGINNING TRIAL BALANCE:**

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

Total all GLC's 5XXXX for governmental funds; 188,759.00 (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 (59,760.00) (D)

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

A/P not C/F-Operating Categories 1,162.00 (D)

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 130,161.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 130,161.00 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

## SCHEDULE I NARRATIVE

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45100000 – Elections

**Fund:** 2537 – Clearing Funds Trust Fund

### **Adjustments in Section III**

- An adjustment of \$(41,083) was for the reversal of a prior year payable due to the Executive Office of the Governor for the Notary Surcharge transfer. Balances in the Elections Operating Trust Fund were transferred to the Clearing Funds Trust Fund in Fiscal Year 2010-11 pursuant to Chapter 2010-16, Laws of Florida. Payables were set up in the old fund but the transfers were made in the new Trust Fund as the old Trust Fund did not have any budget authority. At Fiscal Year 2010-11, the payables were reversed causing atypical balances and were eliminated and offset against expenditures.

### **Revenue Narrative**

- There is no projected revenue estimate.

### **5 Percent Trust Fund Reserve**

- There is no reserve requirement for the Clearing Funds Trust Fund.



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

**Agency Name Department of State**

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

**Fund Name and Number :** Clearing Funds Trust Fund - 2537

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>	<b>Amount FY 10-11 (A01)</b>	<b>Amount FY 11-12 (A02)</b>	<b>Amount FY 12-13 (A03)</b>	<b>Confirmed By</b>
EOG 310000-20-2-339028	181137	367,544.00	365,752.00	367,544.00	Cynthia Smith confirmed - 9/13/11
DLA 410000-20-2-511002	181136	94,768.00	935,346.00		Sarah Nortelus confirmed by telephone - 9/13/11

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2012 - 13</b>
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Clearing Fund Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Elections 45100200
	2537

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	53,291	(A)		53,291
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	2,132	(D)		2,132
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	55,423	(F)	0	55,423
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	0	(H)		0
"B" Carry Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	55,423	(I)		55,423
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	0	(K)	0	0**

**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.

## SCHEDULE I NARRATIVE

**Budget Period: 2012-2013**

**Department:** Department of State

**Budget Entity:** 45400000 – Library and Information Services

**Fund:** 2572 – Records Management Trust Fund

### **Adjustments in Section III**

- The adjustment in Section III on line A in the amount of \$22,000 is for the reversal of prior year encumbrances.
- The adjustment in Section III on line A in the amount of \$43,752 is for current compensated absences for FY 2010-11.

### **Revenue Narrative**

- The projected revenue estimate listed in Section I is based on actual receivables that have been received for FY 2010-11. Those figures have been projected out for FY 2011-12 and 2012-13.
  - Advertising in Administrative Weekly
  - Records Storage Fees
  - Records Management Training Workshops
  - Copying Charges

### **5 Percent Trust Fund Reserve**

- There is no reserve requirement for the Records Management Trust Fund.

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

**Department:** 45 State **Budget Period: 2012-13**  
**Program:** 0309.00.00.00 Educational Support  
**Fund:** 2572 Records Management Trust Fund

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

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

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

<u><b>SECTION I - FEE COLLECTION</b></u>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2010 -11</b>	<b>FY 2011 -12</b>	<b>FY 2012 - 13</b>
<u>Receipts:</u>			
Microfilm/Archival Storage	1,193,890	1,195,000	1,195,000
Advertising Florida Administrative Wkly	567,096	580,000	580,000
Cert Copies/Royalties/Recycling/Surplus	59,599	59,823	59,823
Unencumbered Cash	590,910	740,811	342,458
<b>Total Fee Collection to Line (A) - Section III</b>	<b>2,411,495</b>	<b>2,575,634</b>	<b>2,177,281</b>

<u><b>SECTION II - FULL COSTS</b></u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,141,214	1,309,964	1,270,656
Other Personal Services	-	52,412	52,412
Expenses	364,909	635,866	613,147
Operating Capital Outlay	-	9,740	9,740
Contracted Services/TR/DMS/HR Svcs	108,755	195,402	195,402
_____			
Indirect Costs Charged to Trust Fund	-		
<b>Total Full Costs to Line (B) - Section III</b>	<b>1,614,878</b>	<b>2,203,384</b>	<b>2,141,357</b>

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

<u><b>SECTION III - SUMMARY</b></u>			
TOTAL SECTION I	(A)	2,411,495	2,575,634
TOTAL SECTION II	(B)	1,614,878	2,203,384
<b>TOTAL - Surplus/Deficit</b>	<b>(C)</b>	<b>796,617</b>	<b>372,250</b>

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



**FLORIDA DEPARTMENT OF STATE  
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**Florida State Records Center  
Electronic Media Storage  
Fee Schedule  
As of July 1, 2011**

**Electronic Media Stored Includes:**

- Computer tapes (reel to reel)
- Computer cartridges
- Optical disks
- Floppy disks
- Magnetic disks
- Other media

**Shelf Rental Fee:**

- \$20.00 per shelf per month
- Services include:
  - Temperature and humidity controlled environment.
  - Secure fire-proof vault storage.
  - Restricted access vault with intrusion alarm and sprinkler system.

**Pickup and Delivery:**

- Quoted on a case-by-case basis.

**Retrieval Services:**

- Free retrieval and re-file, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.
- Shipping charges apply outside the Tallahassee area.

**Emergency Retrieval Fee:**

- \$75.00 per hour during non-working hours with a one hour minimum charge. Customers are required to pick up their own emergency retrievals from the State Records Center during non-working hours.
- Services include:
  - On-call, emergency access 24 hours a day, seven days a week.
  - Mobile telephone: 850.509.0276

**Florida State Records Center  
Records Storage  
Fee Schedule  
As of July 1, 2011**

<b>Service Type</b>	<b>Fee Per Cubic Foot Carton</b>	<b>Services Included</b>
<b>Accessioning</b>	\$1.45	<ul style="list-style-type: none"> <li>• On-site pickup</li> <li>• Administrative processing and record-keeping</li> </ul>
<b>Storage</b>	27 cents per month	<ul style="list-style-type: none"> <li>• Short and long-term storage</li> <li>• Restricted access area with intrusion alarm and sprinkler system</li> <li>• Free retrieval and re-file, Monday through Friday, 8:00 a.m. to 5:00 p.m.</li> <li>• After-hours or holiday reference service: \$75.00 per hour (1 hour minimum)</li> </ul>
<b>Disposal</b>	40 cents	<ul style="list-style-type: none"> <li>• Free monitoring of record retention schedules</li> <li>• Free notification of records eligible for destruction</li> </ul>
<b>Permanent Withdrawal</b>	40 cents	
<b>Disposal of Records Not Stored in the State Records Center</b>	\$1.40	<ul style="list-style-type: none"> <li>• Pickup in Tallahassee area</li> </ul>

**Records Storage Carton Fee:** \$35.00 per flat (bundle of 25 cartons)

Records Retrieval Services include:

- Free retrieval and re-file, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- After-hours or holiday retrieval: \$75.00 per hour (one hour minimum).

**Florida State Records Center  
Security Microfilm  
Fee Schedule  
As of July 1, 2011**

<b>Service Type</b>	<b>Microfilm</b> Per 16 or 35 mm Roll	<b>Microfiche</b> Per Bundle of 35 Fiche (35 Fiche Minimum)	<b>Services Included</b>
<b>Accessioning</b>	12 cents Rolls must be in inert/acid-free containers. Otherwise, 5 cents per box plus \$20 per hour labor will be charged.	12 cents	<ul style="list-style-type: none"> <li>• Preliminary inspection for ready contamination</li> <li>• Associated transfer documentation including container listing</li> </ul>
<b>Storage</b>	4 cents per month (48 cents per year)	4 cents per month (48 cents per year)	<ul style="list-style-type: none"> <li>• Temperature and humidity controlled environment</li> <li>• Secure fire-proof vault storage</li> <li>• Periodic film inspection</li> </ul>
<b>Disposal</b>	40 cents	40 cents	<ul style="list-style-type: none"> <li>• Free monitoring of record retention schedules</li> <li>• Free notification of records eligible for destruction</li> <li>• Secure, environmentally-friendly disposal of film</li> </ul>
<b>Permanent Withdrawal</b>	6 cents	6 cents	

Records Retrieval Services include:

- Free retrieval and re-file, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Free pickup and delivery within the Tallahassee area (shipping charges apply outside the Tallahassee area).
- After-hours or holiday retrieval: \$75.00 per hour (one hour minimum).

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2012 - 13
<b>Trust Fund Title:</b>	Department of State
<b>Budget Entity:</b>	Records Management Trust Fund
<b>LAS/PBS Fund Number:</b>	Division of Library and Information Services - 45400100
	2572

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	666,512	(A)		666,512
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	82,647	(D)		82,647
ADD: _____	0	(E)		0
<b>Total Cash plus Accounts Receivable</b>	749,159	(F)	0	749,159
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	690	(H)		690
"B" Carry Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	7,658	(I)		7,658
LESS: _____	0	(J)		0
<b>Unreserved Fund Balance, 07/01/2011</b>	<b>740,811</b>	(K)	<b>0</b>	<b>740,811</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2012 - 2013**

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

**BEGINNING TRIAL BALANCE:**

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

Total all GLC's 5XXXX for governmental funds; 670,291.00 (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):**

Current Compensated Absences 27,363.00 (D)

Compensated Absences Liability 43,157.00 (D)

Furniture And Equipment 123,710.00 (D)

Acc Depr - Furniture And Equipment (96,950.00) (D)

Invested in Capital Assets Net (26,760.00) (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 740,811.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 740,811.00 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**