



**Mike Prendergast**  
Executive Director

State of Florida  
**DEPARTMENT OF VETERANS' AFFAIRS**  
**Office of the Executive Director**  
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**Rick Scott**  
Governor  
**Pam Bondi**  
Attorney General  
**Jeff Atwater**  
Chief Financial Officer  
**Adam Putnam**  
Commissioner of Agriculture

**LEGISLATIVE BUDGET REQUEST**

October 15, 2012

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Veterans' Affairs is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2013-14 Fiscal Year.

A handwritten signature in cursive script that reads "Mike Prendergast".

Mike Prendergast  
Colonel, US Army, Retired  
Executive Director



# DEPARTMENT LEVEL EXHIBITS AND SCHEDULES



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

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*Honoring those who served U.S.*

Non- Strategic IT Service: <b>Network Service</b>							
Dept/Agency: <b>Florida Department of Veterans' Affairs</b> Prepared by: <b>Joel Gallay Chief Information Officer</b> Phone: <b>727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013- 14					
Service Provisioning - - Assets & Resources (Cost Elements)				Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					1.25		\$59,675
A-1.1	<b>State FTE</b>			1	1.25		\$59,675
A-2.1	<b>OPS FTE</b>				0.00		\$0
A-3.1	<b>Contractor Positions (Staff Augmentation)</b>				0.00		\$0
<b>B. Hardware</b>							\$110,750
B-1	<b>Servers</b>			2	19	9	\$71,100
B-2	<b>Server Maintenance &amp; Support</b>			3	26	26	\$39,650
B-3	<b>Network Devices &amp; Hardware (e.g., routers, switches, hubs, cabling, etc.)</b>				163	0	\$0
B-4	<b>Online Storage for file and print (indicate GB of storage)</b>				1200		\$0
B-5	<b>Archive Storage for file and print (indicate GB of storage)</b>				1000		\$0
B-6	<b>Other Hardware Assets (Please specify in Footnote Section below)</b>						\$0
<b>C. Software</b>							\$54,765
<b>D. External Service Provider(s)</b>							\$278,883
D-1	<b>MyFloridaNet</b>						\$255,926
D-2	<b>Other (Please specify in Footnote Section below)</b>			4			\$22,957
<b>E. Other (Please describe in Footnotes Section below)</b>							\$0
<b>F. Total for IT Service</b>							<b>\$504,073</b>
<b>G. Please identify the number of users of the Network Service</b>							<b>1,250</b>
<b>H. How many locations currently host IT assets and resources used to provide LAN services?</b>							<b>26</b>
<b>I. How many locations currently use WAN services?</b>							<b>29</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>						
1	The Network Service is supported by .25 of a Distributed Computer Systems Analyst, .25 of two Distributed Computer Systems Specialist, .125 of two Office Automation specialist and .25 of a third Office Automation Specialist.						
2	These servers are the same servers listed on our Data Consolidation sheet rather than break them out by service they are all listed here.						
3	All of our Network Devices and hardware have been purchased over the last three years, they are current and in no need to upgrade or be replaced at this time.						
4	FDVA utilizes an outside provider for DSL service for small locations that were not previously served by MFN. We are looking into migrating these site to MFN sites when they become available, using MFN will reduce traffic on our VPN appliance and put our users on our Network.						
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# E- Mail, Messaging, and Calendaring Service

Agency: **Florida Department of Veterans' Affairs**  
 Prepared by: **Joel Gallay Chief Information Officer**  
 Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets &  
Resources  
Apportioned to this  
IT Service in FY  
2013- 14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					<b>\$19,010</b>
A-1	State FTE	1	0.38		\$19,010
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					<b>\$9,124</b>
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)	2	21	0	\$9,124
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
<b>C. Software</b>					<b>\$0</b>
<b>D. External Service Provider(s)</b>					<b>\$9,796</b>
D-1	Southwood Shared Resource Center	3			\$9,796
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					<b>\$0</b>
<b>F. Total for IT Service</b>					<b>\$37,930</b>
<b>G. Please provide the number of user mailboxes.</b>					<b>697</b>
<b>H. Please provide the number of resource mailboxes.</b>					<b>138</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The E-mail service is supported by .125 of a Distributed Computer Systems Analyst and .125 of a Distributed Computer Systems Specialist				
2	FDVA uses Smartphones devices on the Verizon State Contract service for Voice & Data connectivity.				
3	This is our ISA, Edge Server and FIS Service				
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# Desktop Computing Service

Agency: **Florida Department of Veterans' Affairs**

Prepared by: **Joel Gallay Chief Information Officer**

Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets &  
Resources  
Apportioned to this  
IT Service in FY  
2013- 14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					<b>\$79,685</b>
A-1	State FTE	1	1.63		\$79,685
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					<b>\$119,730</b>
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	2	370	85	\$95,370
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3	60	15	\$24,360
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	4	52	0	\$0
<b>C. Software</b>					<b>\$42,852</b>
<b>D. External Service Provider(s)</b>					<b>\$0</b>
<b>E. Other (Please describe in Footnotes Section below)</b>					<b>\$14,800</b>
<b>F. Total for IT Service</b>					<b>\$257,067</b>
<b>G. Please identify the number of users of this service.</b>					<b>1,250</b>
<b>H. How many locations currently use this service?</b>					<b>26</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The Desktop Service is supported by .125 of a Distributed Computer Systems Analyst, .125 of one Distributed Computer System Specialist, .5 of a second Distributed Computer Systems Specialist, .25 of an Office Automation Specialist and .375 of two OAS and .125 of a Senior Data Base				
2	The numbers in column "F" represent the numbers of Desktop and Laptops we expect to be able to refresh as long as funding is available.				
3	The software here is McAfee Anti-Virus and Microsoft Licenses				
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Non-Strategic IT Service:

# Helpdesk Service

Agency: **Florida Department of Veterans' Affairs**

Prepared by: **Joel Gallay Chief Information Officer**

Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets & Resources  
AppORTioned to this  
IT Service in FY  
2013- 14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			1.13		\$109,426
A-1	State FTE	1	1.13		\$109,426
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>		2			\$3,498
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$112,924</b>
<b>G. Please identify the number of users of this service.</b>					<b>1,250</b>
<b>H. How many locations currently host IT assets and resources used to provide this service?</b>					<b>1</b>
<b>I. What is the average monthly volume of calls/cases/tickets?</b>					<b>750</b>
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The HelpDesk Service is supported by .125 of a Distributed Computer Systems Analyst, .25 of a Distributed Computer System Specialist, .25 of two Office Automation Specialists, .125 of an OAS and .125 of a System Project Analyst.				
2	The HelpDesk Data Base runs on a shared server with more than one application on it.				
3	This Help Desk software allows us to track and assist our user base of 1250 FTEs. This Help Desk supports the use of a Clinical & Financial data base used in our SVNH and 6 USDVA Pharmacies contained in the Homes. We also support access to the Federal Data base our staff uses filing claims and dispersing VA educational benefits to Florida's Veterans and their				
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Non- Strategic IT Service:

# IT Security/Risk Mitigation Service

Agency: **Florida Department of Veterans' Affairs**  
 Prepared by: **Joel Gallay Chief Information Officer**  
 Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets & Resources  
 Apportioned to this IT Service in FY 2013- 14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.63		\$36,306
A-1	State FTE	1	0.63		\$36,306
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			13	0	\$0
B-1	Servers			0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)	2	13	0	\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$36,306</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The IT Security & Risk Mitigation Service is supported by .25 of a Chief Information Officer, .125 of a Distributed Computer System Analyst and .125 of a Distributed Computer Systems Specialist				
2	We support this service using 15 Firewalls that are listed under the Network Service and are included in the Data Center Consolidation reporting.				
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Non- Strategic IT Service:

## Agency Financial and Administrative Systems Support Service

Agency: **Florida Department of Veterans' Affairs**  
 Prepared by: **Joel Gallay Chief Information Officer**  
 Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets & Resources  
 Apportioned to this  
 IT Service in FY 2013-14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.00		\$0
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>					\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$0</b>
<b>G. Please identify the number of users of this service.</b>					<b>31</b>
<b>H. How many locations currently host agency financial/adminstrative systems?</b>					<b>1</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
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Non- Strategic IT Service:

# IT Administration and Management Service

Agency: **Florida Department of Veterans' Affairs**  
 Prepared by: **Joel Gallay Chief Information Officer**  
 Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets & Resources  
 Apportioned to this IT Service in FY 2013- 14

Service Provisioning - - Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013- 14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.50		\$35,604
A-1	State FTE	1	0.50		\$35,604
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$35,604</b>
<b>G. How many locations currently host assets and resources used to provide this service?</b>					<b>1</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	This service is supported by .25 of a Chief Information Officer and .125 of two Office Automation Specialists.				
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Non-Strategic IT Service:

# Web/Portal Service

Dept/Agency: **Florida Department of Veterans' Affairs**  
 Prepared by: **Joel Gallay Chief Information Officer**  
 Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets & Resources Apportioned to this IT Service In FY 2013-14

Service Provisioning -- Assets & Resources <i>(Cost Elements)</i>		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.88		\$51,232
A-1.1	State FTE	1	0.88		\$51,232
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets <i>(Please specify in Footnotes Section below)</i>		0	0	\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>		2	0	0	\$3,500
<b>E. Other <i>(Please describe in Footnotes Section below)</i></b>					\$0
<b>F. Total for IT Service</b>					<b>\$54,732</b>
<b>G. Please identify the number of Internet users of this service.</b>					<b>960,000</b>
<b>H. Please identify the number of intranet users of this service.</b>					<b>1,250</b>
<b>I. How many locations currently host IT assets and resources used to provide this service?</b>					<b>1</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	The Web Portal Service is supported by .125 of a Chief Information Officer and .75 of Senior Web Page Designer.				
2	FDVA uses Infinity Computing Solutions as our ISP to host our Websites <a href="http://FloridaVets.org">http://FloridaVets.org</a> and <a href="http://FloridaVeteransFoundation.org">FloridaVeteransFoundation.org</a>				
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Non-Strategic IT Service:

# Data Center Service

Dept/Agency: **Florida Department of Veterans' Affairs**

Prepared by: **Joel Gallay Chief Information Officer**

Phone: **727- 518- 3202 ext 5507, Cell Phone 727- 638- 1888**

# of Assets & Resources Apportioned to this IT Service In FY 2013-14

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b> (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)			0.50		\$29,822
A-1.1	State FTE	1	0.50		\$29,822
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$0
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0	0	\$0
B-2	Servers - Mainframe		0	0	\$0
B-3	Server Maintenance & Support		0	0	\$0
B-4	Online or Archival Storage Systems (indicate GB of storage)		0		\$0
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)				\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>					\$0
D-1	Southwood Shared Resource Center (indicate # of Board votes)	2	0		\$0
D-2	Northwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-3	Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
<b>E. Plant &amp; Facility</b>					\$56,402
E-1	Data Center/Computing Facilities Rent & Insurance	3			\$56,402
E-2	Utilities (e.g., electricity and water)	4			\$0
E-3	Environmentals (e.g., HVAC, fire control, and physical security)	4			\$0
E-4	Other (please specify in Footnotes Section below)				\$0
<b>F. Other</b> (Please describe in Footnotes Section below)					\$0
<b>G. Total for IT Service</b>					<b>\$86,224</b>
<b>H. Please provide the number of agency data centers.</b>					<b>0</b>
<b>I. Please provide the number of agency computing facilities.</b>					<b>0</b>
<b>J. Please provide the number of single-server installations.</b>					<b>0</b>
<b>H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	This service is supported by varying FDVA IT employees as stated on the Data Center Consolidation spreadsheets already submitted				
2	All Non-Mainframe servers are listed in the actual service area sheet they belong in since by definition we are a computing facility and we thought it best to list the servers with				
3	We are projected to add 6 processors to the NSRC in July of 2013 and this is their estimate of our annual charges. We have written an LBR for the recurring charges listed here.				
4	FDVA leases space in the State regional Office Building in Largo the Mary Grizzle Building, all utilities and environmentals are include in the square footage cost associated with the				
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Agency: Florida Department of Veterans' Affairs

Budget Entity Code	Budget Entity	Program Component Code	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund	FSI	Identified Funding as % of		E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service			
									Line Item Total	Funding Identified for IT Service												
									100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	#DIV/0!	100.0000%	100.0000%	100.0000%	100.0000%			
									\$37,930	\$504,073	\$257,067	\$112,924	\$36,306	\$0	\$35,604	\$54,732	\$86,224					
1	50100400	50100400	IT Program			1000	GR		\$830,788	\$18,920	\$444,398	\$177,382	\$3,498	\$10,030		\$35,604	\$54,732	\$86,224				
2	50100100	50100100	State Veterans' Homes Program			2516	OM TF		\$294,072	\$19,010	\$59,675	\$79,685	\$109,426	\$26,276								
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<b>Sum of IT Cost Elements Across IT Services</b>																						
IT Cost Element Data as entered on IT Service Worksheets										<b>Personnel</b>		State FTE (#)	6.90	0.38	1.25	1.63	1.13	0.63	0.00	0.50	0.88	0.50
												State FTE (Costs)	\$420,760	\$19,010	\$59,675	\$79,685	\$109,426	\$36,306	\$0	\$35,604	\$51,232	\$29,822
										OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
										OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
										Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
										Hardware	\$239,604	\$9,124	\$110,750	\$119,730	\$0	\$0	\$0	\$0	\$0	\$0		
										Software	\$101,115	\$0	\$54,765	\$42,852	\$3,498	\$0	\$0	\$0	\$0	\$0		
										External Services	\$292,179	\$9,796	\$278,883	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500		
										Plant & Facility (Data Center Only)	\$56,402											
										Other	\$14,800	\$0	\$0	\$14,800	\$0	\$0	\$0	\$0	\$0	\$0		
										<b>Budget Total</b>	<b>\$1,124,860</b>	<b>\$37,930</b>	<b>\$504,073</b>	<b>\$257,067</b>	<b>\$112,924</b>	<b>\$36,306</b>	<b>\$0</b>	<b>\$35,604</b>	<b>\$54,732</b>	<b>\$86,224</b>		
										<b>FTE Total</b>	<b>6.90</b>	<b>0.38</b>	<b>1.25</b>	<b>1.63</b>	<b>1.13</b>	<b>0.63</b>	<b>0.00</b>	<b>0.50</b>	<b>0.88</b>	<b>0.50</b>		
										<b>Users</b>		835	1,250	1,250	1,250		31	961,250				
<b>Cost Per User</b>		\$45	403.2584	205.6536	90.3392		0	0.056938362														

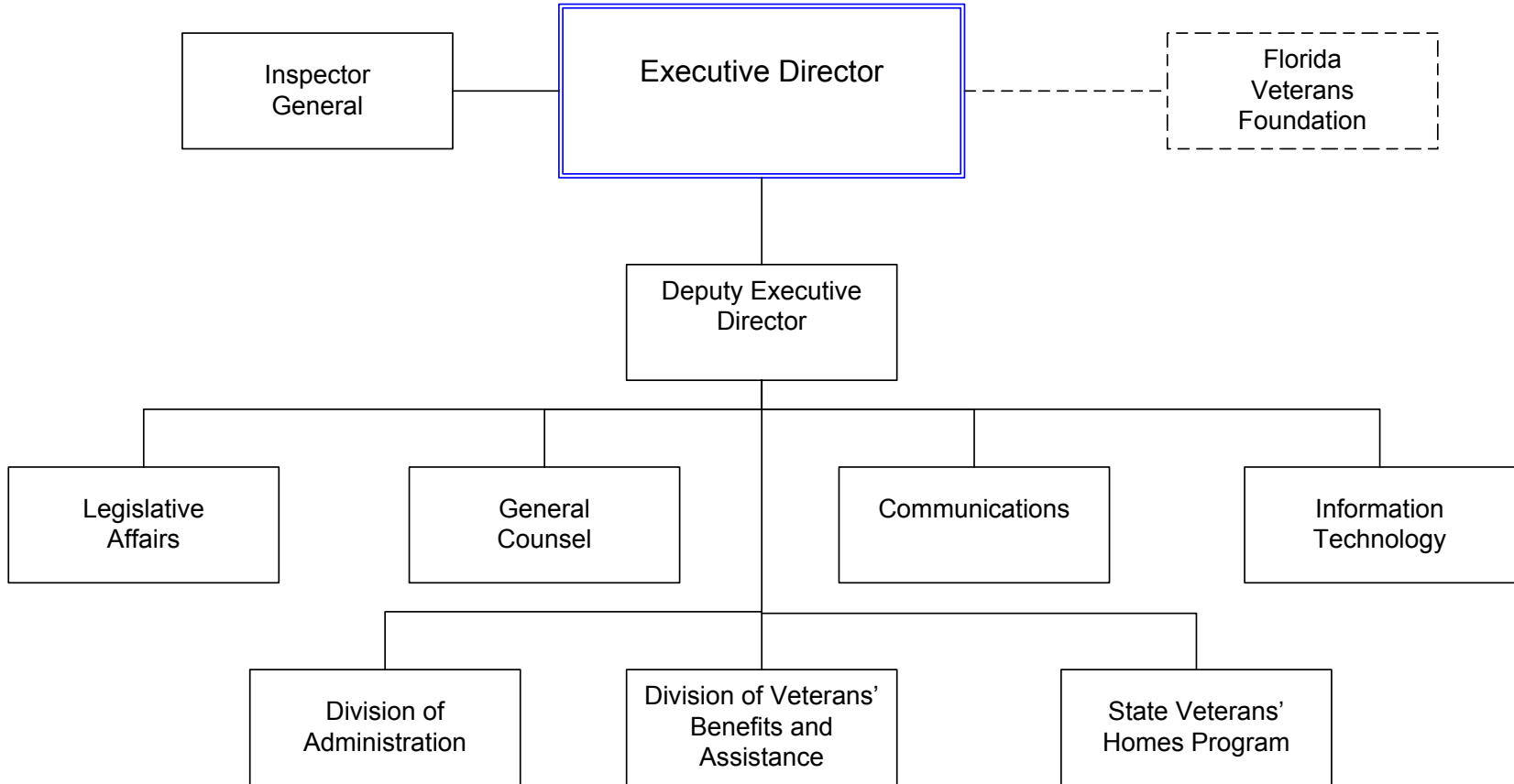
(cost/all mailboxes) Help Desk Tickets: 750 Cost/Ticket: 12.54711111

## Schedule VII: Agency Litigation Inventory

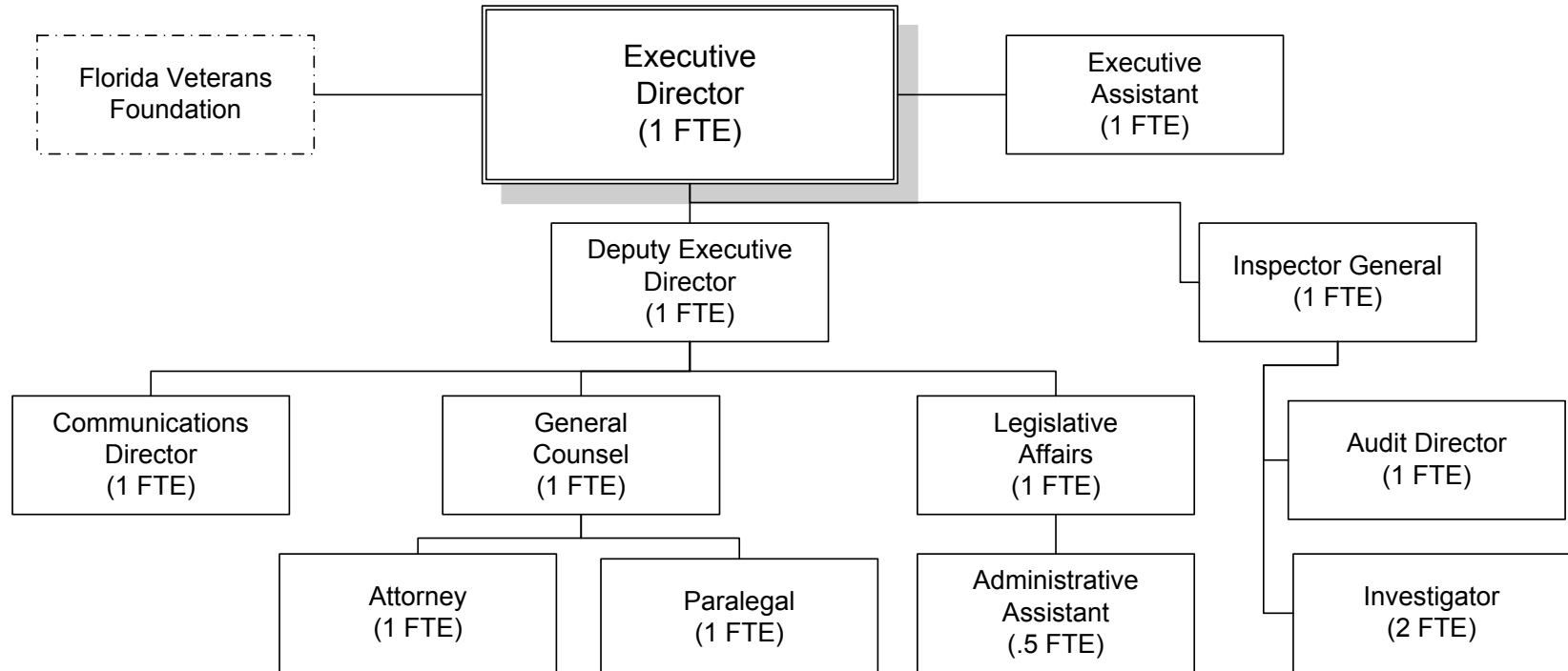
*For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.*

<b>Agency:</b>	<b>Florida Department of Veterans’ Affairs</b>		
<b>Contact Person:</b>	David R. Herman	<b>Phone Number:</b>	850-487-1533 c7711
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	FDVA is not currently engaged in any significant litigation in which the agency is a party, as described in s. 216.023(5), Fla. Stat.		
<b>Court with Jurisdiction:</b>			
<b>Case Number:</b>			
<b>Summary of the Complaint:</b>			
<b>Amount of the Claim:</b>	\$		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>			
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

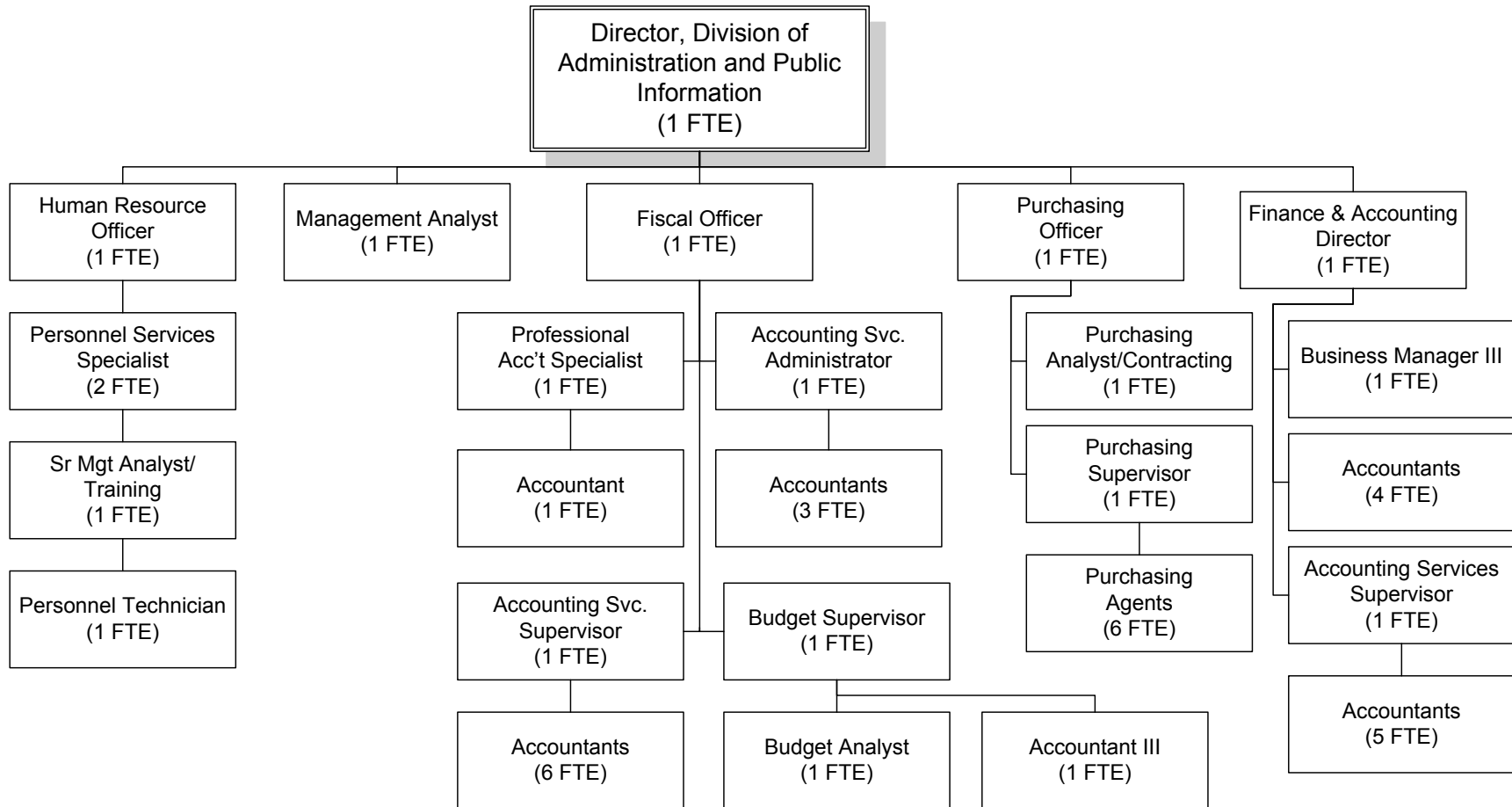
### Organizational Chart Florida Department of Veterans' Affairs



### Florida Department of Veterans' Affairs Office of the Executive Director

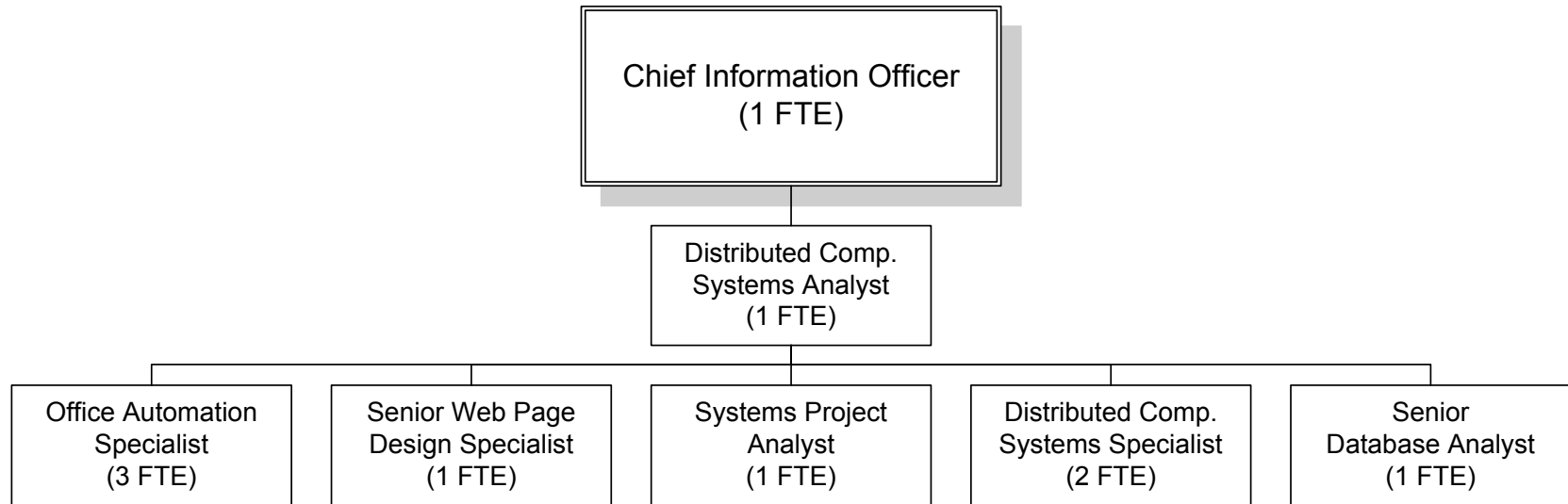


**Florida Department of Veterans' Affairs  
 Division of Administration and Public  
 Information**



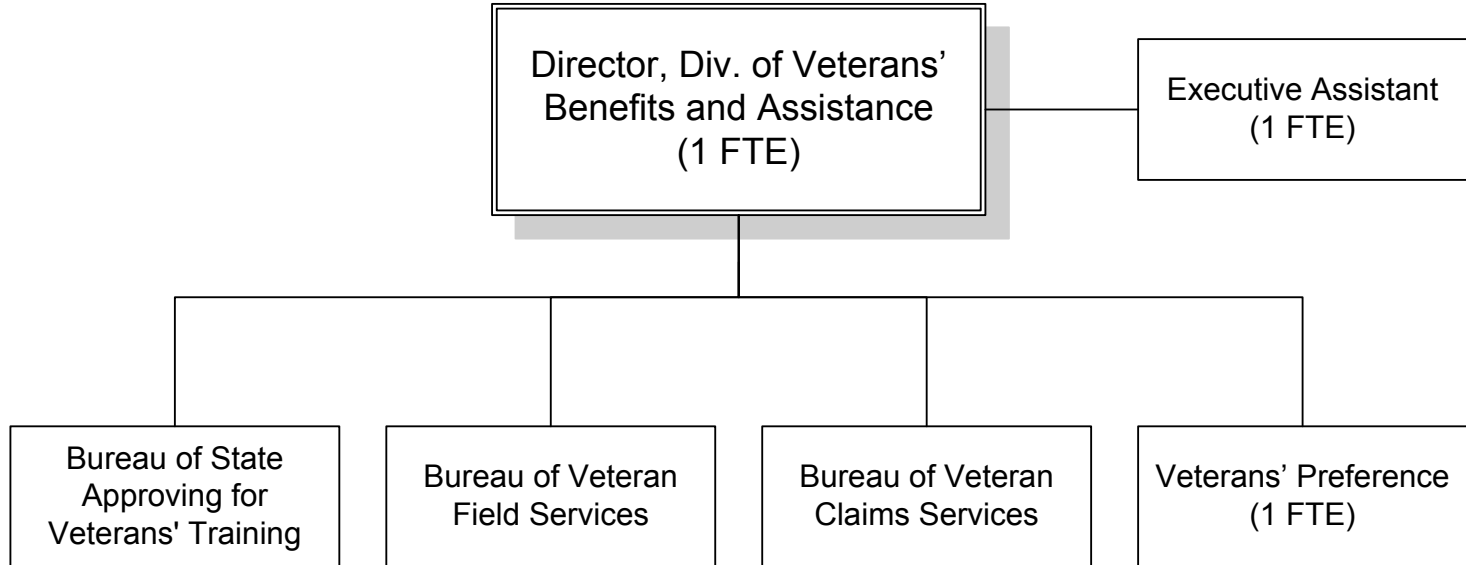


### Florida Department of Veterans' Affairs Information Technology Program



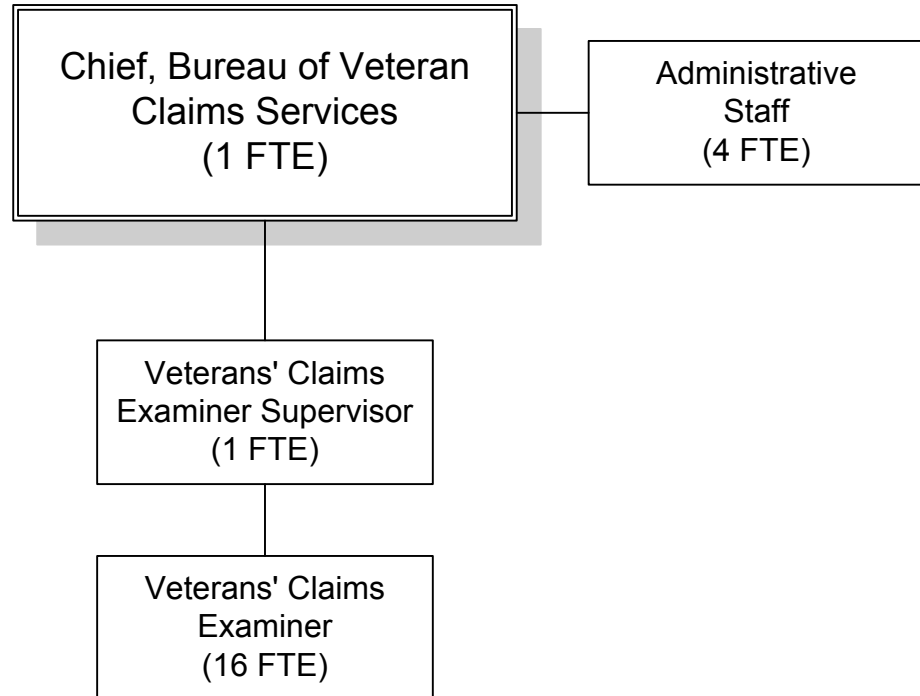
Schedule X  
Budget Entity: 50000000  
3 FTE

### Florida Department of Veterans' Affairs Division of Veterans' Benefits and Assistance

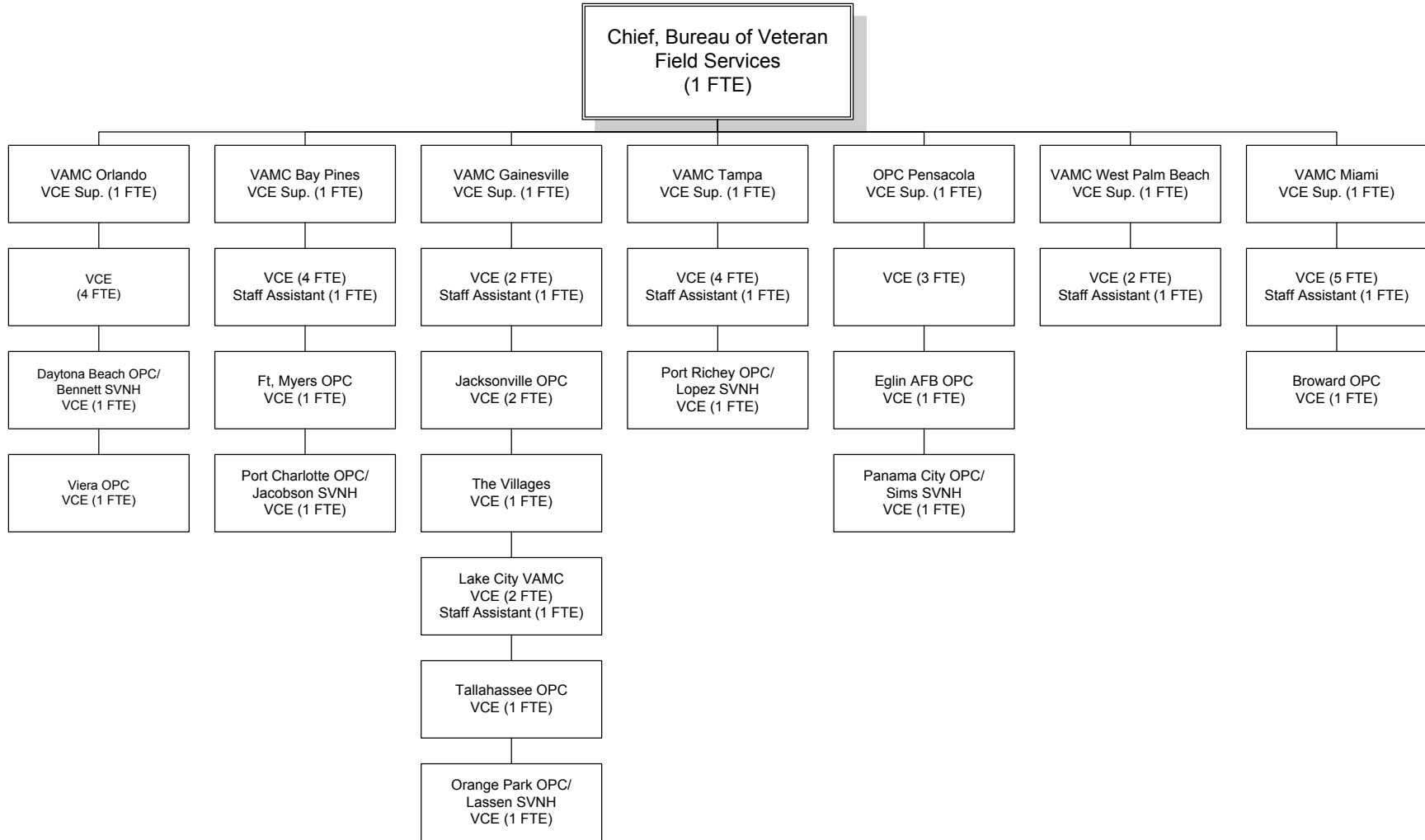


Schedule X  
Budget Entity: 50000000  
22 FTE

**Florida Department of Veterans' Affairs  
Division of Benefits and Assistance  
Bureau of Veteran Claims Services**

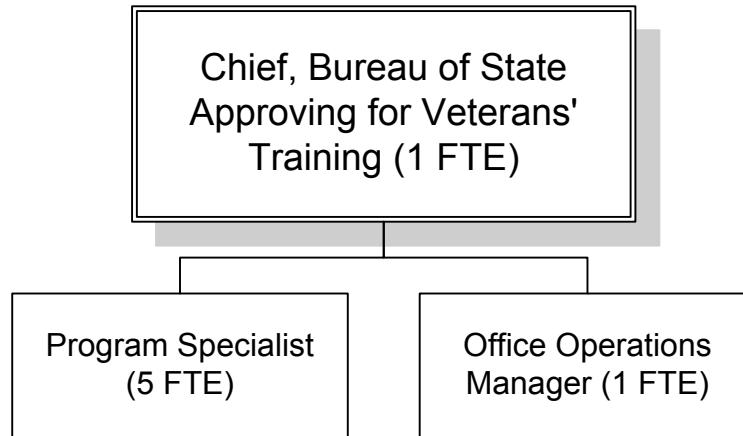


**Florida Department of Veterans' Affairs  
 Division of Benefits and Assistance  
 Bureau of Veteran Field Services**

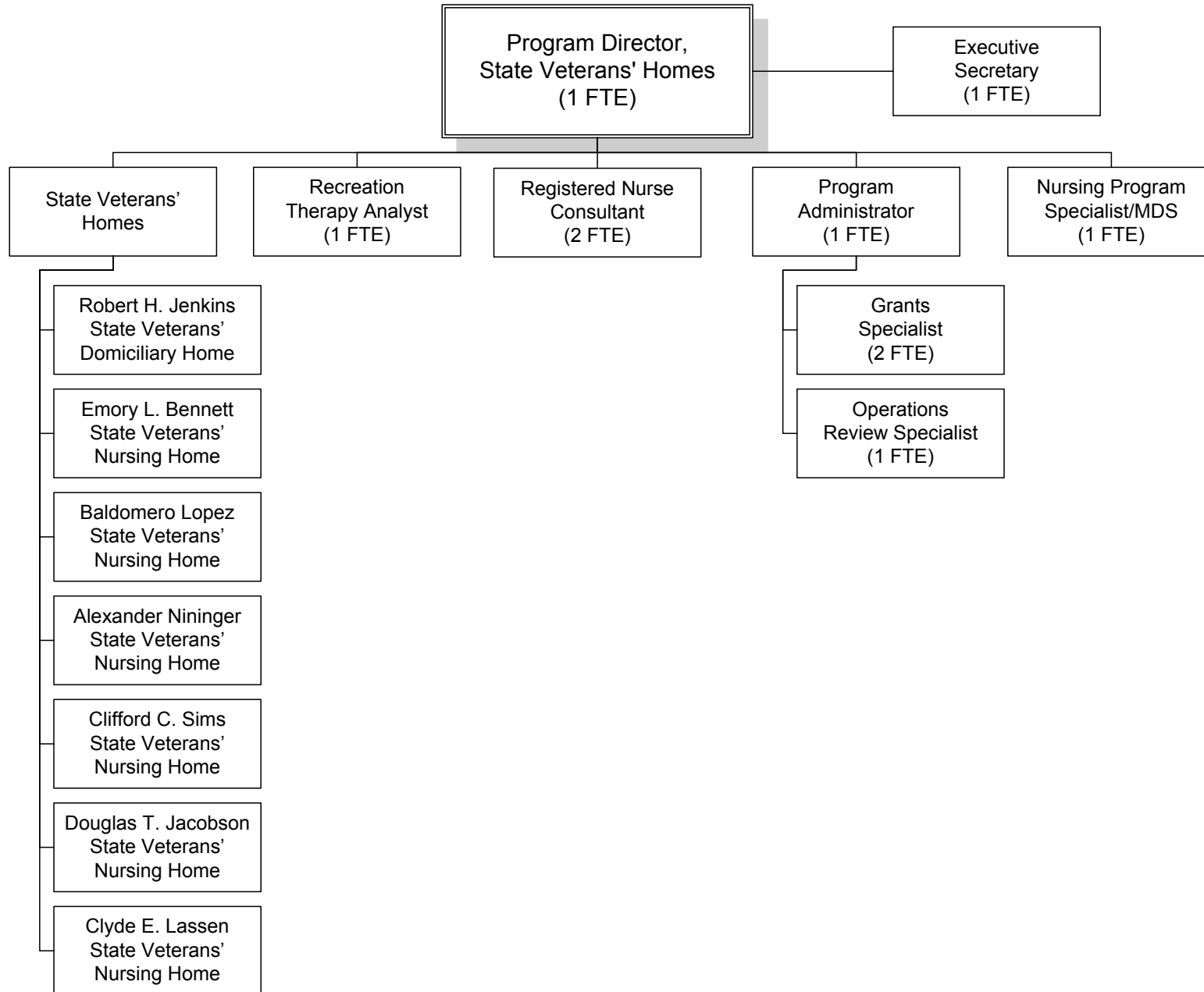


Schedule X  
Budget Entity: 50000000  
7 FTE

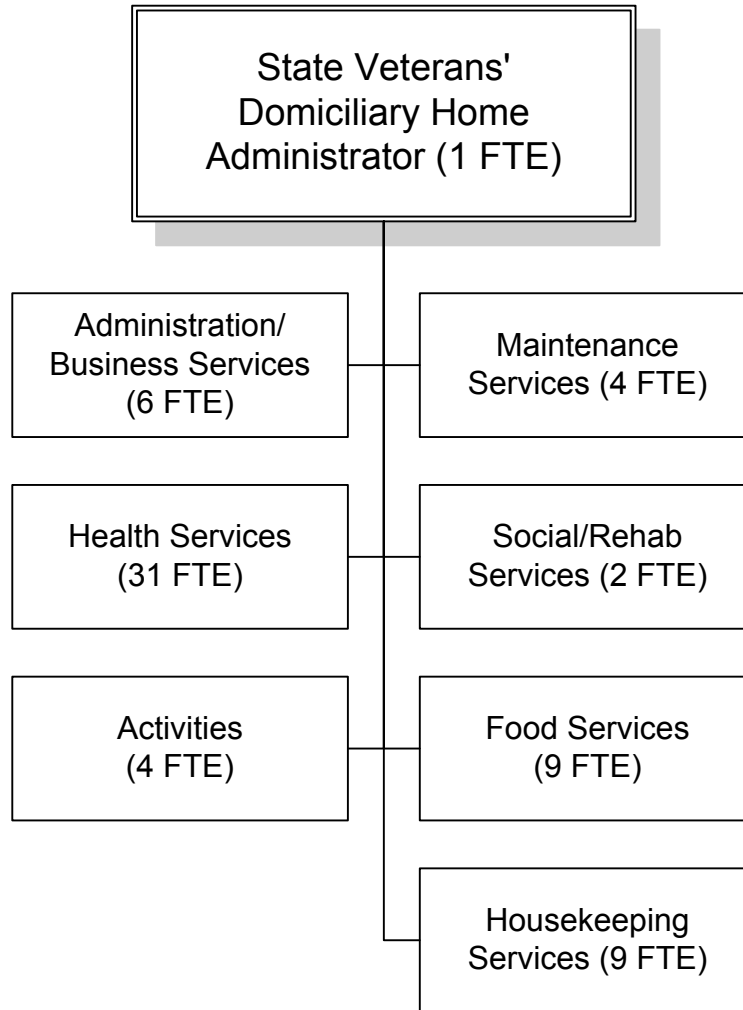
**Florida Department of Veterans' Affairs  
Division of Benefits and Assistance  
Bureau of State Approving for Veterans' Training**



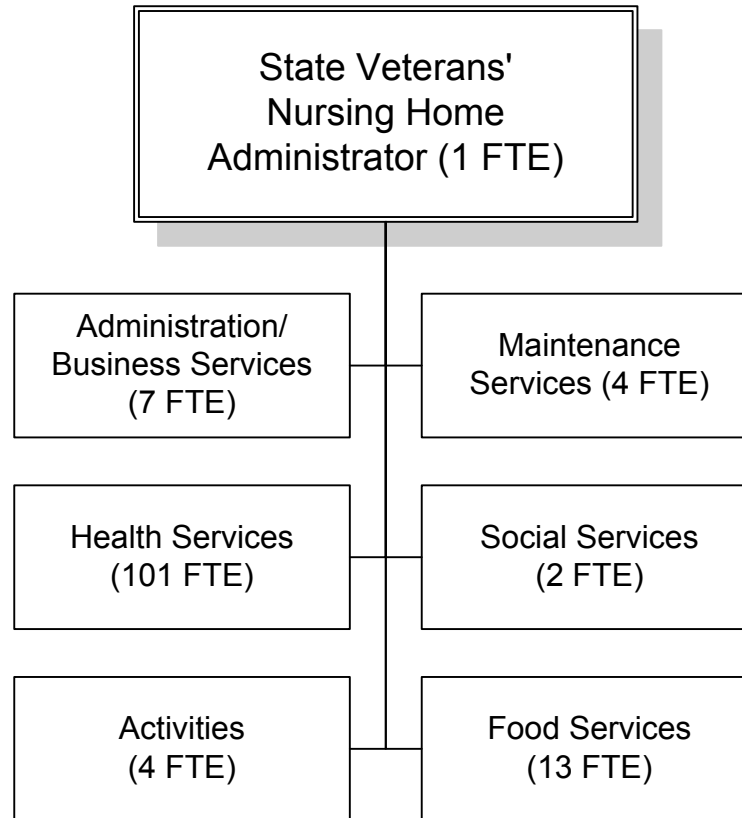
### Florida Department of Veterans' Affairs Program Office, State Veterans' Homes



**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Robert H. Jenkins State Veterans' Domiciliary Home--Lake City**

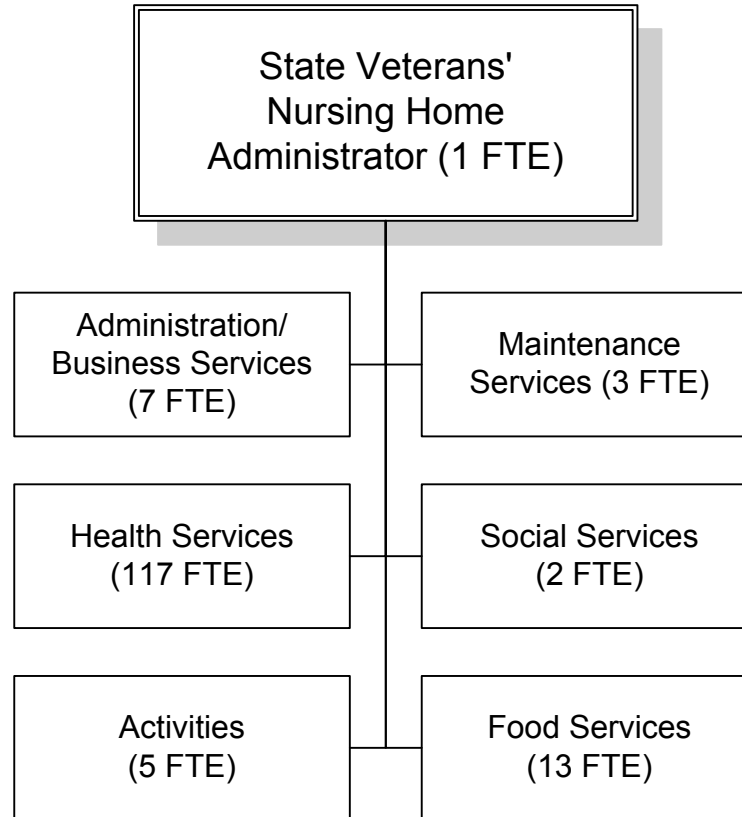


**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Emory L. Bennett State Veterans' Nursing Home--Daytona Beach**



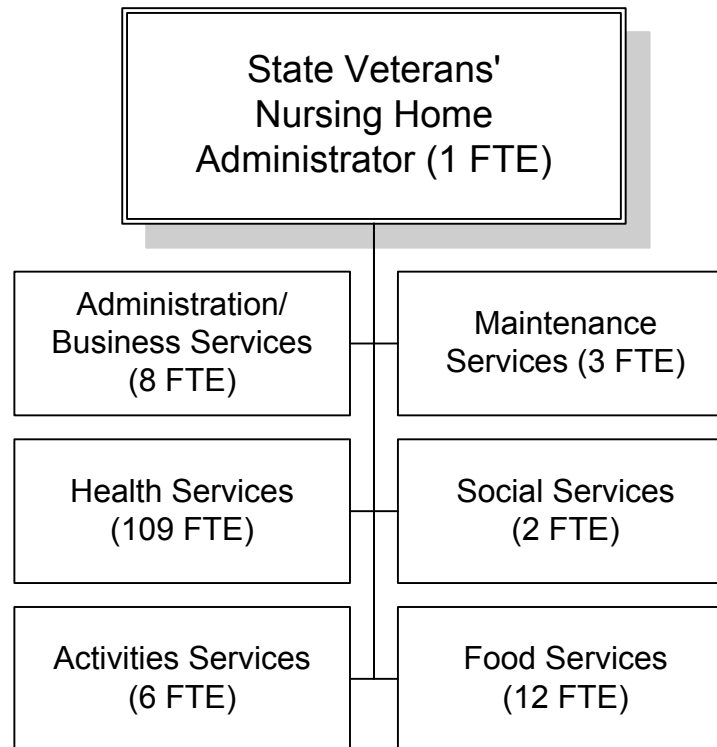


**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Baldomero Lopez State Veterans' Nursing Home--Land O' Lakes**



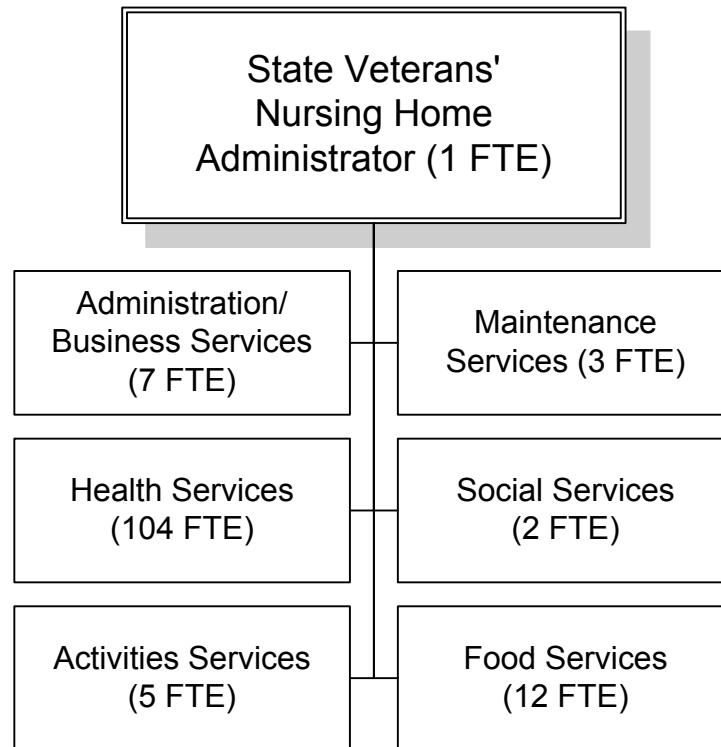
Schedule X  
Budget Entity: 50000000  
141 FTE

**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Alexander Nininger State Veterans' Nursing Home--Pembroke Pines**

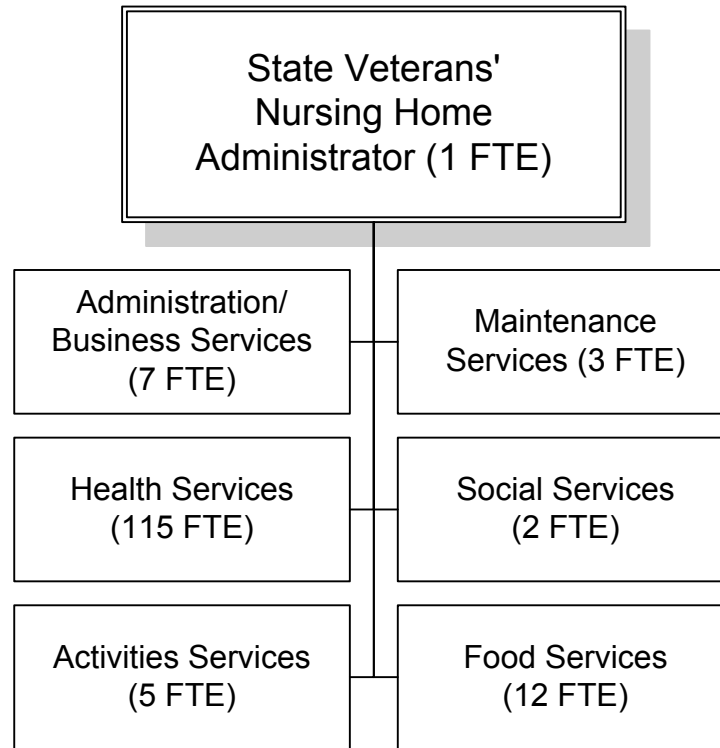


Schedule X  
Budget Entity: 50000000  
134 FTE

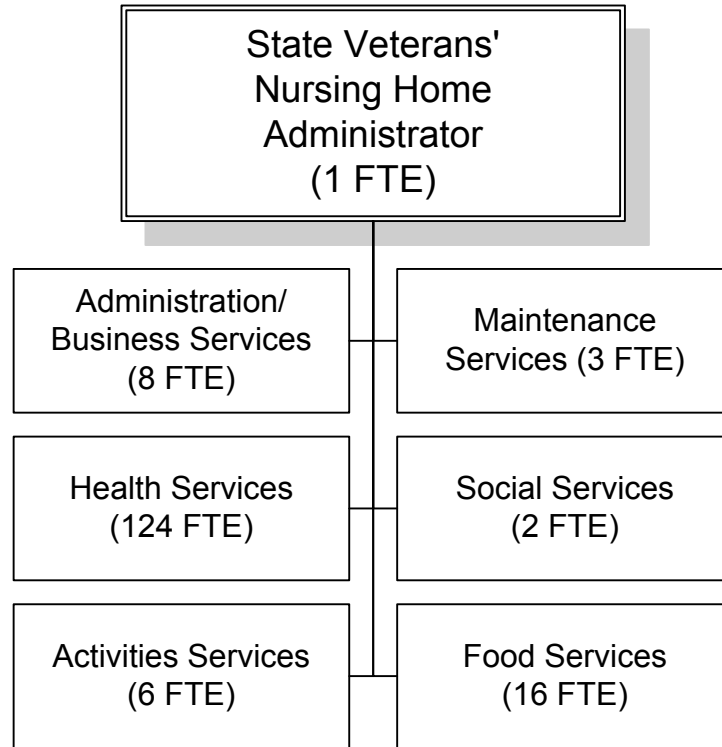
**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Clifford C. Sims State Veterans' Nursing Home—Panama City**



**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Douglas T. Jacobson State Veterans' Nursing Home--Port Charlotte**



**Florida Department of Veterans' Affairs  
State Veterans' Homes Program  
Clyde E. Lassen State Veterans' Nursing Home—St. Augustine**





-----  
ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

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

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

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



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

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

-----  
TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 50	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	80,082,444	1,435,000
TOTAL BUDGET FOR AGENCY (SECTION III):	85,689,744	6,630,500
	-----	-----
DIFFERENCE:	5,607,300-	5,195,500-
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

**SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY**

<b>Schedule XII Cover Sheet and Agency Project Approval</b>	
<b>Agency:</b> Department of Veterans' Affairs	<b>Schedule XII Submission Date:</b> 10/12/12
<b>Project Name:</b> N/A	<b>Is this project included in the Agency's LRPP?</b> _____ Yes _____ No
<b>FY 2013-2014 LBR Issue Code:</b> N/A	<b>FY 2013-2014 LBR Issue Title:</b> N/A
<b>Agency Contact for Schedule XII (Name, Phone #, and E-mail address):</b> Annemarie Whalen 727-518-3202 X5546, whalena@fdva.state.fl.us	
<b>AGENCY APPROVAL SIGNATURES</b>	
I am submitting the attached Schedule XII in support of our legislative budget request. I have reviewed and agree with the information in the attached Schedule XII.	
<b>Agency Head:</b>  <b>Printed Name:</b> Mike Prendergast	<b>Date:</b> 10/12/12
<b>Agency Chief Information Officer:</b> <i>(If applicable)</i>  <b>Printed Name:</b> N/A	<b>Date:</b>
<b>Budget Officer:</b>  <b>Printed Name:</b> Leticia Nazario-Braddock	<b>Date:</b> 10/12/12
<b>Planning Officer:</b>  <b>Printed Name:</b> N/A	<b>Date:</b>
<b>Project Sponsor:</b>  <b>Printed Name:</b> N/A	<b>Date:</b>



**SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY**

<b>I. Background Information</b>	
1. Describe the service or activity proposed to be outsourced or privatized.	
2. How does the service or activity support the agency's core mission? What are the agency's desired goals and objectives to be achieved through the proposed outsourcing or privatization and the rationale for such goals and objectives?	
3. Provide the legal citation authorizing the agency's performance of the service or activity.	
4. Identify the service's or activity's major stakeholders, including customers, clients, and affected organizations or agencies.	
5. Describe and analyze how the agency currently performs the service or activity and list the resources, including information technology services and personnel resources, and processes used.	
6. Provide the existing or needed legal authorization, if any, for outsourcing or privatizing the service or activity.	

7. Provide the reasons for changing the delivery or performance of the service or activity. What is the current cost of service and revenue source?

<b>II. Evaluation of Options</b>
1. Provide a description of the available options for performing the service or activity and list for each option the general resources and processes needed to perform the service or activity. If state employees are currently performing the service or activity, provide at least one option involving maintaining state provision of the service or activity.
2. For each option, describe its current market for the service or activity under consideration for outsourcing or privatizing. How many vendors are currently providing the specific service or activity on a scale similar to the proposed option? How mature is this market?
3. List the criteria used to evaluate the options. Include a cost-benefit analysis documenting the direct and indirect specific baseline costs, savings, and qualitative and quantitative benefits involved in or resulting from the implementation of the recommended option(s).
4. Based upon the evaluation criteria, identify and analyze the advantages and disadvantages of each option, including potential performance improvements and risks.
5. For each option, describe the anticipated impact on the agency and the stakeholders, including impacts on other state agencies and their operations.

6. Identify changes in cost and/or service delivery that will result from each option. Describe how the changes will be realized. Describe how benefits will be measured and provide the annual cost.
7. List the major risks for each option and how the risks could be mitigated.
8. Describe any relevant experience of other agencies, other states, or the private sector in implementing similar options.

<b>III. Information on Recommended Option</b>
1. Identify the proposed competitive solicitation including the anticipated number of respondents.
2. Provide the agency's projected timeline for outsourcing or privatization of the service or activity. Include key events and milestones from the beginning of the procurement process through the expiration of a contract and key events and milestones for transitioning the service or activity from the state to the vendor. Provide a copy of the agency's transition plan for addressing changes in the number of agency personnel, affected business processes, employee transition issues including reemployment and retraining assistance plan for employees who are not retained by the agency or employed by the contractor, and communication with stakeholders such as agency clients and the public.
3. Identify all forms of compensation to the vendor(s) for performance of the service or activity, including in-kind allowances and state resources to be transferred to the vendor(s). Provide a detailed cost estimate of each.

<p>4. Provide an analysis of the potential impact on federal, state, and local revenues, and expenditures. If federal dollars currently fund all or part of the service or activity, what has been the response of the federal funding agency(ies) to the proposed change in the service delivery method? If federal dollars currently fund all or part of the service or activity, does the change in the service delivery method meet federal requirements?</p>
<p>5. What responsibilities, if any, required for the performance of the service or activity will be retained and performed by the agency? What costs, including personnel costs, will the agency continue to incur after the change in the service delivery model? Provide these cost estimations. Provide the method for monitoring progress in achieving the specified performance standards within the contract.</p>
<p>6. Describe the agency's contract management process for the outsourced or privatized service or activity, including a description of the specific performance standards that must be met to ensure adequate performance and how the agency will address potential contractor nonperformance. Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation if available.</p>
<p>7. Provide the agency's contingency plan(s) that describes the tasks involved in and costs required for its implementation and how the agency will resume the in-house provision of the service or activity in the event of contract termination/non-renewal.</p>
<p>8. Identify all other Legislative Budget Request issues that are related to this proposal.</p>

9. Explain whether or not the agency can achieve similar results by a method other than outsourcing or privatization and at what cost. Please provide the estimated expenditures by fiscal year over the expected life of the project.	
10. Identify the specific performance measures that are to be achieved or that will be impacted by changing the service's or activity's delivery method.	
11. Provide a plan to verify vendor(s) compliance with public records laws.	
12. If applicable, provide a plan to verify vender compliance with applicable federal and state law ensuring access by persons with disabilities.	
13. If applicable, provide a description of potential differences among current agency policies or processes and a plan to standardize, consolidate, or revise current policies or processes.	
14. If the cost of the outsourcing is anticipated to exceed \$10 million in any given fiscal year, provide a copy of the business case study (and cost benefit analysis if available) prepared by the agency for the activity or service to be outsourced or privatized pursuant to the requirements set forth in s. 287.0571, F.S.	

**Schedule XIV  
Variance from Long Range Financial Outlook**

**Agency: Department of Veterans' Affairs**

**Contact: Leticia Nazario-Braddock, Director of Administration**

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2012 contain revenue or expenditure estimates related to your agency?

Yes  No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2013-2014 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2013-2014 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

\* R/B = Revenue or Budget Driver



# DEPARTMENT LEVEL EXHIBITS AND SCHEDULES



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

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*Honoring those who served U.S.*



# DEPARTMENT LEVEL SCHEDULE 1 SERIES



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

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*Honoring those who served U.S.*



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

**Department:** 50 Veterans Affairs **Budget Period:** 2013-2014  
**Program:** 1303000000 Long Term Care  
**Fund:** Federal Grants Trust Fund - 2261  
**Specific Authority:** 96-418 s2(B) LOF, Florida Statutes 296, and 295.124  
**Purpose of Fees Collected:** Cost Share Grant - Addition & Improvements of the Nursing Homes  
State Approving Authority reimbursement contract

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

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL FY 2011 - 2012</b>	<b>ESTIMATED FY 2012 - 2013</b>	<b>REQUEST FY 2014 - 2015</b>
<u>Receipts:</u>			
<u>US Grants - SAA</u>	373,568		
<u>US Grant ARRA</u>	139,062		
<u>US Grant</u>	66,166		
<u>Refunds</u>	3,779		
<u>Anticipated Grant Revenue</u>	1,808,519	1,808,519	
<b>Total Fee Collection to Line (A) - Section III</b>	<b>2,391,094</b>	<b>1,808,519</b>	<b>-</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	416,175		-
<u>Expenses</u>	135,245		
<u>Contracted Services</u>	705		-
<u>Risk Management</u>	766		-
<u>Transfer to DMS</u>	3,420		-
<u>Fixed Capital Outlay</u>	227,299	1,808,519	
<u>Indirect Costs Charged to Trust Fund</u>			
<b>Total Full Costs to Line (B) - Section III</b>	<b>783,611</b>	<b>1,808,519</b>	<b>-</b>

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

<b><u>SECTION III - SUMMARY</u></b>				
<b>TOTAL SECTION I</b>	(A)	2,391,094	1,808,519	-
<b>TOTAL SECTION II</b>	(B)	783,611	1,808,519	-
<b>TOTAL - Surplus/Deficit</b>	(C)	1,607,483	-	-

**EXPLANATION of LINE C:**

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

**Department:** 50 Veterans' Affairs **Budget Period:** 2013-2014  
**Program:** 1303000000 Long Term Care  
**Fund:** Grants & Donations Trust Fund - 2339

**Specific Authority:** Florida Statutes 296.15, 296.38 and 320.089  
**Purpose of Fees Collected:** To provide activities, recreational supplies and other items to be used for the benefit of each home and its residents.

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

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2011 - 2012</b>	<b>FY 2012 - 2013</b>	<b>FY 2013 - 2014</b>
<u>Receipts:</u>			
License Tag Fees	100,000	100,000	100,000
Donations	21,836	21,000	21,000
<b>Total Fee Collection to Line (A) - Section III</b>	<b>121,836</b>	<b>121,000</b>	<b>121,000</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	-	-	-
Other Personal Services	-	-	-
Expenses	10,432	32,000	40,200
Operating Capital Outlay	57,300	67,500	33,700
Recreations Equipment & Supplies	61,807	72,500	72,500
Non - Operating Expenses	10,918	10,860	10,860
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>140,457</b>	<b>182,860</b>	<b>157,260</b>

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

<b><u>SECTION III - SUMMARY</u></b>				
TOTAL SECTION I	(A)	121,836	121,000	121,000
TOTAL SECTION II	(B)	140,457	182,860	157,260
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>(18,621)</b>	<b>(61,860)</b>	<b>(36,260)</b>

**EXPLANATION of LINE C:**  
Any deficits will be paid from unreserved fund balance.  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**Department:** 50 Veterans Affairs **Budget Period:** 2013-2014  
**Program:** 1303000000 Long Term Care  
**Fund:** Operations and Maintenance Trust Fund-2516

**Specific Authority:** Florida Statues 286.11 and 296.38  
**Purpose of Fees Collected:** Operations and Maintenance for State Veterans' Nursing Homes

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

<input type="checkbox"/>	Regulatory services or oversight to businesses or					
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of					

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2011 - 2012</b>	<b>FY 2012 - 2013</b>	<b>FY 2013 - 2014</b>
<b>Receipts:</b>			
<u>US Grants - Federal Reimbursement Per</u>	19,984,516	32,891,039	37,332,550
<u>Reimbursement - Client Custodial Care</u>	33,074,882	16,464,120	16,867,848
<u>Reimbursement Medicaid/Medicare</u>	18,095,636	24,278,032	25,099,601
<u>Sales of Goods to Employees</u>	39,856	40,653	41,060
<u>Collection of Fed/State Taxes</u>	2,647	2,700	2,727
<u>Refunds</u>	16,201		
<u>Miscellaneous</u>	1,670		
<u>USDVA-SAA</u>	-	862,599	904,865
<b>Total Fee Collection to Line (A) - Section III</b>	<b>71,215,408</b>	<b>74,539,143</b>	<b>80,248,651</b>

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

**Department:** 50 Veterans Affairs **Budget Period:** 2013-2014  
**Program:** 1303000000 Long Term Care  
**Fund:** Operations and Maintenance Trust Fund-2516

**Specific Authority:** Florida Statues 286.11 and 296.38  
**Purpose of Fees Collected:** Operations and Maintenance for State Veterans' Nursing Homes

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

<input type="checkbox"/>	Regulatory services or oversight to businesses or				
X	Non-regulatory fees authorized to cover full cost of				

**SECTION II - FULL COSTS**

	<b>ACTUAL FY 2011 - 2012</b>	<b>ESTIMATED FY 2012 - 2013</b>	<b>REQUEST FY 2013 - 2014</b>
<b>Direct Costs:</b>			
Salaries and Benefits	36,421,802	43,729,420	44,027,239
Other Personal Services	2,755,531	2,996,987	2,996,987
Expenses	12,306,989	12,275,719	16,283,338
Operating Capital Outlay	306,837	333,094	372,821
Food Services	2,738,878	3,226,561	3,226,561
Contracted Services	10,686,964	10,045,454	9,768,854
Risk Management Insurance	1,741,623	1,742,389	2,309,125
TR/DMS/HR SVCS/STW Contract	363,978	367,754	373,137
Acquisition of Motor Vehicles	-	-	409,050
Non-Operating Expenditures	754,267	779,000	809,796
Fixed Capital Outlay	1,690,500	550,000	550,000
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>69,767,370</b>	<b>76,046,378</b>	<b>81,126,908</b>

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

**SECTION III - SUMMARY**

TOTAL SECTION I	(A)	71,215,408	74,539,143	80,248,651
TOTAL SECTION II	(B)	69,767,370	76,046,378	81,126,908
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>1,448,038</b>	<b>(1,507,235)</b>	<b>(878,257)</b>

**EXPLANATION of LINE C:**

Any deficits will be paid from unreserved fund balance.

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

**Department:** 50 Veterans' Affairs **Budget Period:** 2013-2014  
**Program:** 1303000000 Long Term Care  
**Fund:** State Homes for Veterans Trust Fund - 2692

**Specific Authority:** Florida Statutes Chapter 320.08058  
**Purpose of Fees Collected:** Construction, Maintenance, Capital Improvement and Operation of State Veterans' Nursing Homes.

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

<b><u>SECTION I - FEE COLLECTION</u></b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>REQUEST</b>
	<b>FY 2011 - 2012</b>	<b>FY 2012 - 2013</b>	<b>FY 2013 - 2014</b>
<u>Receipts:</u>			
License Tag revenue subject to GR Service Charge	1,974,788	1,994,536	2,014,481
	-	-	-
<b>Total Fee Collection to Line (A) - Section III</b>	<b>1,974,788</b>	<b>1,994,536</b>	<b>2,014,481</b>

<b><u>SECTION II - FULL COSTS</u></b>			
<u>Direct Costs:</u>			
Salaries and Benefits	-	-	-
Other Personal Services	-	-	-
Expenses	-	-	-
Operating Capital Outlay	-	95,210	-
Fixed Capital Outlay	693,788	894,400	2,052,000
Non - Operating Expenses	166,208	167,870	272,268
Indirect Costs Charged to Trust Fund			
<b>Total Full Costs to Line (B) - Section III</b>	<b>859,996</b>	<b>1,157,480</b>	<b>2,324,268</b>

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

<b><u>SECTION III - SUMMARY</u></b>				
TOTAL SECTION I	(A)	1,974,788	1,994,536	2,014,481
TOTAL SECTION II	(B)	859,996	1,157,480	2,324,268
<b>TOTAL - Surplus/Deficit</b>	(C)	<b>1,114,792</b>	<b>837,056</b>	<b>(309,787)</b>

**EXPLANATION of LINE C:**  
 Any deficits will be paid from unreserved fund balance.  
 \_\_\_\_\_  
 \_\_\_\_\_

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Budget Period:</b> 2013 - 2014	
<b>Department Title:</b>	Department of Veterans' Affairs
<b>Trust Fund Title:</b>	Federal Grants Trust Fund
<b>Budget Entity:</b>	DEPARTMENT LEVEL
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>1,344,587.11</b>	(A)		1,344,587.11
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	0.00	(D)		0.00
ADD: <u>Anticipated Grant</u>	1,808,518.95	(E)		1,808,518.95
<b>Total Cash plus Accounts Receivable</b>	<b>3,153,106.06</b>	(F)		<b>3,153,106.06</b>
LESS: Allowances for Uncollectibles		(G)		
LESS: Approved "A" Certified Forwards	(13,606.06)	(H)		(13,606.06)
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards	(3,139,500.00)	(H)		(3,139,500.00)
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: Operating Accounts Payable not Certified Forward	0.00	(J)		0.00
<b>Unreserved Fund Balance, 07/01/12</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</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.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2013 - 2014</b> Department of Veteran Affairs
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>Budget Entity:</b>	Department Level
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>80,688.41</b>	(A)		<b>80,688.41</b>
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments	334,882.87	(C)		334,882.87
ADD: Outstanding Accounts Receivable	629.79	(D)		629.79
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>416,201.07</b>	(F)		<b>416,201.07</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	18,192.10	(H)		18,192.10
Approved "B" Certified Forwards	5,412.95	(H)		5,412.95
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	33.48	(I)		33.48
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/12</b>	<b>392,562.54</b>	(K)		<b>392,562.54</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.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2013 - 2014</b> Department of Vetera Affairs
<b>Trust Fund Title:</b>	Operations and Maintenance Trust Fund
<b>Budget Entity:</b>	DEPARTMENT LEVEL
<b>LAS/PBS Fund Number:</b>	2516

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>3,366,991.30</b>	(A)		<b>3,366,991.30</b>
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	36,070,404.52	(C)		36,070,404.52
ADD: Outstanding Accounts Receivable	4,065,922.16	(D)		4,065,922.16
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>43,503,317.98</b>	(F)		<b>43,503,317.98</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	3,341,401.72	(H)		3,341,401.72
Approved "B" Certified Forwards	1,454,548.19	(H)		1,454,548.19
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	3,527.04	(I)		3,527.04
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/12</b>	<b>38,336,470.91</b>	(K)		<b>38,336,470.91</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.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2013 - 2014</b> Department of Veterans Affairs
<b>Trust Fund Title:</b>	State Homes for Veterans Trust Fund
<b>Budget Entity:</b>	Department Level
<b>LAS/PBS Fund Number:</b>	2692

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,286,489.90	(A)		1,286,489.90
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments	3,551,481.38	(C)		3,551,481.38
ADD: Outstanding Accounts Receivable	50,482.73	(D)		50,482.73
ADD: _____		(E)		
<b>Total Cash plus Accounts Receivable</b>	<b>4,888,454.01</b>	(F)		<b>4,888,454.01</b>
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-	(H)		-
Approved "B" Certified Forwards	-	(H)		-
Approved "FCO" Certified Forwards	3,412,168.19	(H)		
LESS: Other Accounts Payable (Nonoperating)	355.14	(I)		355.14
LESS: _____		(J)		
<b>Unreserved Fund Balance, 07/01/12</b>	<b>1,475,930.68</b>	(K)		<b>4,888,098.87</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**

<b>Department Title:</b>	<b>Budget Period: 2013 - 2014</b>
<b>Trust Fund Title:</b>	<b>Florida Department of Veterans' Affairs</b>
<b>LAS/PBS Fund Number:</b>	<b>Federal Grants Trust Fund</b>
	<b>2261</b>

**BEGINNING TRIAL BALANCE:**

<b>Total Fund Balance Per FLAIR Trial Balance, 07/01/12</b>	
Total all GLC's 5XXXX for governmental funds;	<b>1,516,942.28</b> (A)
GLC 539XX for proprietary and fiduciary funds	
<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	[ ] (B)
<b>Add/Subtract Statewide Financial Statement (SWFS) Adjustments :</b>	
SWFS Adjustment # and Description	[ ] (C)
<b>Add/Subtract Other Adjustment(s):</b>	<b>(185,961.23)</b>
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	[ ] (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<b>(3,139,500.00)</b> (D)
A/P not C/F-Operating Categories	[ ] (D)
Anticipated Grant Revenue	<b>1,808,518.95</b> (D)
<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>0.00</b> (E)
<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>0.00</b> (F)
<b>DIFFERENCE:</b>	<b>0.00</b> (G)*

**\*SHOULD EQUAL ZERO.**

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

**Budget Period: 2013 2014**

**Department Title:**

**Florida Department of Veterans' Affairs**

**Trust Fund Title:**

**Grants & Donations Trust Fund**

**LAS/PBS Fund Number:**

**2339**

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/12**

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

**414,408** (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):**

**(16,432.47)**

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

**(5,412.95)** (D)

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

(D)

A/P not C/F-Operating Categories

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**

**392,562.54** (E)

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

**392,562.54** (F)

**DIFFERENCE:**

**0.00** (G)\*

**\*SHOULD EQUAL ZERO.**

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

**Budget Period: 2013 - 2014**

**Department Title:** FLORIDA DEPARTMENT VETERANS' AFFAIRS  
**Trust Fund Title:** Operations & Maintenance Trust Fund  
**LAS/PBS Fund Number:** 2516

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/12**

Total all GLC's 5XXXX for governmental funds; 40,141,681.00 (A)  
 GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** (367,370.00) (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 (1,454,548.00) (D)

A/P not C/F-Operating Categories 16,708.00 (D)

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 38,336,471.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 38,336,471.00 (F)

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

**\*SHOULD EQUAL ZERO.**

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

**Budget Period: 2013 - 2014**

**Department Title:** Department of Veterans' Affairs  
**Trust Fund Title:** State Homes Trust Fund  
**LAS/PBS Fund Number:** 2692

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/12**

Total all GLC's 5XXXX for governmental funds; 4,888,099.00 (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 (3,412,168.00) (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:** 1,475,931.00 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)** 1,475,931.00 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2011 - 2012**

**Department:** Veterans' Affairs

**Chief Internal Auditor:** Kenneth Oliver

**Budget Entity:** 50000000

**Phone Number:** (727) 518-3202

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA-1201	6/30/2012	Internal Audit - Information Technology	FDVA's controls over data received under the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles, as designed and implemented, provided reasonable assurance that the data was protected from unauthorized access, distribution, use, modification or disclosure. Also, FDVA was generally in compliance with	No Corrective Action Required	
IA-1202	6/30/2012	Internal Audit - Contract Monitoring	FDVA could improve the procurement process by including procedures for Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) in FDVA's Policies and Procedures 5030.300 "FDVA Purchasing	Procedures for MOUs and MOAs would be included in FDVA Policies and Procedures 5030.300 "FDVA Purchasing Policy"	
IA-1203	6/30/2012	Internal Audit - Supply Management	<p>FDVA establish procedures to provide reasonable assurance that transactions are properly recorded, processed, and summarized, and that assets are safeguarded against loss from unauthorized acquisition, use, or disposition.</p> <p>FDVA establish procedures for conducting independent physical counts of supply inventories and reconciling those counts to inventory records.</p> <p>FDVA establish procedures to ensure the reconciliation of the supply inventory to the physical inventory counts is reviewed and approved by a supervisory level employee who is not involved in the inventory process.</p>	<p>The Homes program is currently developing Standards/Procedures for medical supplies to better manage the inventory process. We are currently working to improve controls over supplies and have begun to implement</p> <p>The Homes program is currently developing Standards/Procedures for Medical Supplies to better manage the inventory process. We are implementing processes to physically count and inventory supplies</p> <p>The Standards/Procedures for Medical Supplies will indicate that a physical inventory will be completed and approved by a supervisory level employee. We currently have designated the Business Office Manager/Nursing Home</p>	

			<p>FDVA establish policies and procedures for calculating inventory PAR and LOW levels.</p> <p>FDVA establish policies and procedures for reviewing PAR and LOW levels.</p> <p>FDVA establish procedures to ensure that purchases recorded for the medical supplies inventory are complete and accurate.</p> <p>FDVA establish procedures to ensure that an audit trail exists between inventory records and source documents.</p> <p>FDVA establish procedures for researching inventory gains and losses.</p> <p>FDVA establish procedures for approving inventory adjustments caused by inventory gains and losses.</p> <p>FDVA review inventory items being issued to residents to determine if it is cost effective to track issues with insignificant values.</p> <p>FDVA establish procedures for controlling access to the medical supply inventory.</p>	<p>The Standards/Procedures for Medical Supplies will include designated PAR and LOW levels. We currently have begun developing PAR and LOW levels for all facilities for medical supplies.</p> <p>The Standards/Procedures for Medical Supplies will include designated PAR and LOW levels. We currently have begun developing PAR and LOW levels for all Homes for supplies and we will review levels annually.</p> <p>The Standards/Procedures for Medical Supplies will provide effective procedures to assure that transactions are properly recorded, processed, and summarized.</p> <p>The Standards/Procedures for Medical Supplies will require that summarization of accounting data controls are designated to provide assurance that transactions are accurately summarized. Totals passed from one system or application to another.</p> <p>The Standards/Procedures for Medical Supplies will require purchase amounts for supplies inventory to be reconciled to accounting records.</p> <p>The Standards/Procedures for Medical Supplies will indicate that an approval must be obtained at a supervisory level employee for all adjustments of inventory either gains or losses. We currently have designated the Business Office Manager/Nursing Home Administrator as the designated employee.</p> <p>The Standards/Procedures for Medical Supplies will indicate what specific supplies issued to residents are cost effective to be tracked.</p> <p>The Standards/Procedures for Medical Supplies will indicate the authorized personnel that may have access to the medical supply inventory. Access controls designated in this standards will prove security of the medical supply inventory.</p>	
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2012-049	6/30/2012	Auditor General - Quality Assessment Review	<p>FDVA include inventory accuracy rates at 95 percent or higher in the performance goals of FDVA Storekeepers.</p> <p>FDVA identify personnel that will be responsible for counting inventories.</p> <p>FDVA establish inventory count accuracy rates of 95 percent or higher in the performance goals of personnel responsible for counting inventories.</p> <p>The Auditor General determined that the quality assurance program related to the FDVA OIG's internal audit activity was adequately designed and complied with during the review period to provide reasonable assurance of conformance with applicable professional auditing standards. Also, FDVA OIG generally complied with those provisions of Section 20.055, Florida Statutes, governing the operation of</p>	<p>The Standards/Procedures for Medical Supplies will indicate inventory accuracy rates of 95 percent. The Storekeeper II will be responsible for the accuracy of the inventory and will have performance standards that</p> <p>The Standards/Procedures for Medical Supplies will indicate the personnel responsible for the accuracy of the inventory and hold them accountable for maintaining accurate inventories.</p> <p>The Standards/Procedures for Medical Supplies will indicate an inventory accuracy goals of 95% for the physical count. Setting of these performance goals will establish accountability for accurate inventories.</p> <p>No Corrective Action Required</p>	
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## Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Veterans' Affairs/50
Agency Budget Officer/OPB Analyst Name: Leticia Nazario-Braddock / Tom Joos

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.

	Program or Service (Budget Entity Codes)			
Action	50100100	50100400	50100700	

### 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? <b>(CSDI)</b>	YES	YES	YES	
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	YES	YES	YES	

#### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	YES	YES	YES	
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	YES	YES	YES	
<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.				

### 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 58 of the LBR Instructions?	YES	YES	YES	
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	YES	YES	YES	
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?	YES	YES	YES	
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	YES	YES	YES	

### 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	
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		Program or Service (Budget Entity Codes)			
Action		50100100	50100400	50100700	
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	
<b>AUDITS:</b>					
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? ( <b>NACR, NAC - Report should print "No Negative Appropriation Categories Found"</b> )	YES	YES	YES	
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	YES	YES	YES	
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.				
<b>4. EXHIBIT D (EADR, EXD)</b>					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	YES	YES	YES	
4.2	Is the program component code and title used correct?	YES	YES	YES	
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.				
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	YES	YES	YES	
<b>AUDITS:</b>					
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	YES	YES	YES	

Action		Program or Service (Budget Entity Codes)			
		50100100	50100400	50100700	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	YES	YES	YES	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	YES	YES	YES	
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 2011-12 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.				
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>					
6.1	Are issues appropriately aligned with appropriation categories?	YES	YES	YES	
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.				
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	YES	YES	YES	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	YES	YES	YES	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	YES	YES	YES	
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?	YES	YES	YES	

Action		Program or Service (Budget Entity Codes)			
		50100100	50100400	50100700	
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.)	YES	YES	YES	
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.	YES	YES	YES	
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	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	YES	YES	YES	
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 #13-003?	YES	N/A	YES	
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. ( <b>PLRR, PLMO</b> )	N/A	N/A	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	YES	YES	YES	
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	
7.14	Do the amounts reflect appropriate FSI assignments?	YES	YES	YES	
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	
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	YES	YES	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	
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	YES	YES	YES	

		Program or Service (Budget Entity Codes)			
Action		50100100	50100400	50100700	
<b>AUDIT:</b>					
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	YES	YES	YES	
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A	N/A	
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A	N/A	N/A	
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	N/A	N/A	
7.23	Have FCO appropriations been entered into the nonrecurring column A04? <b>(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) )</b>	YES	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 <b>OADA/OADR</b> 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 66 through 70 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 2012-13 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.				
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	YES	YES	YES	

Action		Program or Service (Budget Entity Codes)			
		50100100	50100400	50100700	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	YES	YES	YES	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	YES	YES	YES	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	YES	N/A	N/A	
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	YES	N/A	N/A	
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	
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	
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	YES	N/A	YES	
8.10	Are the statutory authority references correct?	YES	YES	YES	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	YES	YES	YES	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	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?	YES	N/A	YES	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	YES	N/A	YES	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	YES	N/A	YES	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	YES	N/A	YES	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	

Action		Program or Service (Budget Entity Codes)			
		50100100	50100400	50100700	
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?	YES	N/A	YES	
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?	YES	N/A	N/A	
8.20	Are appropriate service charge nonoperating amounts included in Section II?	YES	YES	YES	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	YES	YES	YES	
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	YES	N/A	YES	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	YES	YES	YES	
8.24	Are prior year September operating reversions appropriately shown in column A01?	YES	YES	YES	
8.25	Are current year September operating reversions appropriately shown in column A02?	YES	YES	YES	
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	YES	YES	YES	
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	YES	YES	YES	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	YES	YES	YES	
<b>AUDITS:</b>					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	YES	YES	YES	
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	YES	YES	YES	
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	YES	YES	YES	

		Program or Service (Budget Entity Codes)			
Action		50100100	50100400	50100700	
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.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.				
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.				
<b>9. SCHEDULE II (PSCR, SC2)</b>					
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) 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.)	YES	YES	YES	
<b>10. SCHEDULE III (PSCR, SC3)</b>					
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A	N/A	N/A	
<b>11. SCHEDULE IV (EADR, SC4)</b>					
11.1	Are the correct Information Technology (IT) issue codes used?	YES	YES	YES	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.				
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>					
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?	YES	YES	YES	
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>					
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	YES	YES	YES	
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>					
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	YES	YES	YES	
<b>15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)</b>					



Action		Program or Service (Budget Entity Codes)			
		50100100	50100400	50100700	
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	YES	YES	YES	
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	YES	YES	YES	
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	YES	YES	YES	
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	YES	YES	YES	
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	YES	YES	YES	
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: <b>Audit #3</b> 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.)	YES	YES	YES	
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	YES	YES	YES	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.				
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	YES	YES	YES	
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	YES	YES	YES	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	YES	YES	YES	
<b>AUDITS - GENERAL INFORMATION</b>					
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.				

	Program or Service (Budget Entity Codes)			
Action	50100100	50100400	50100700	

**17. CAPITAL IMPROVEMENTS PROGRAM (CIP)**

17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	YES	N/A	N/A	
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	YES	N/A	N/A	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	YES	N/A	N/A	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	YES	N/A	N/A	
17.5	Are the appropriate counties identified in the narrative?	YES	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?	YES	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?	YES	YES	YES	
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