

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2012

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

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

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2012

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	100,536.58
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	3,150,043.86
15100 001800 001801	ACCOUNTS RECEIVABLE	4,153.67 45.00
	** GL 15100 TOTAL	4,198.67
15300 000500	INTEREST AND DIVIDENDS RECEIVABLE	8,729.46
15700 001905	FEEES RECEIVABLE	139,720.97
16300 001500	DUE FROM OTHER DEPARTMENTS	0.00
31100 010000 010000 040000 040000	ACCOUNTS PAYABLE	
	SALARIES AND BENEFITS	0.00
	CF SALARIES AND BENEFITS	2,582.12-
	EXPENSES	0.00
	CF EXPENSES	2,508.75-
	** GL 31100 TOTAL	5,090.87-
35300 010000 010000 040000 040000 100777 100777 103884 103884 310403	DUE TO OTHER DEPARTMENTS	
	SALARIES AND BENEFITS	0.00
	CF SALARIES AND BENEFITS	106.88-
	EXPENSES	3,003.07
	CF EXPENSES	45,061.74-
	CONTRACTED SERVICES	22.00-
	CF CONTRACTED SERVICES	1,366.04-
	CONTRACTED LEGAL SERVICES	0.00
	CF CONTRACTED LEGAL SERVICES	305.55-
	ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	464.17-
	** GL 35300 TOTAL	44,323.31-
35600 310322	DUE TO GENERAL REVENUE SERVICE CHARGE TO GEN REV	10,755.18-

BEGINNING TRIAL BALANCE BY FUND  
 JULY 01, 2012

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600 010000	CURRENT COMPENSATED ABSENCES LIABILITY SALARIES AND BENEFITS	18,823.79-
54900 000000	COMMITTED FUND BALANCE BALANCE BROUGHT FORWARD	3,324,236.39-
94100	ENCUMBRANCES	
040000	CF EXPENSES	122,396.84
060000	CF OPERATING CAPITAL OUTLAY	26,860.63
100777	CF CONTRACTED SERVICES	84,243.36
	** GL 94100 TOTAL	233,500.83
98100	BUDGETARY FND BAL RESERVED/ENCUMBRANCE	
040000	CF EXPENSES	122,396.84-
060000	CF OPERATING CAPITAL OUTLAY	26,860.63-
100777	CF CONTRACTED SERVICES	84,243.36-
	** GL 98100 TOTAL	233,500.83-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2012

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
001800		0.00
040000	EXPENSES	29,645.92
060000	OPERATING CAPITAL OUTLAY	694,229.08
	** GL 27600 TOTAL	723,875.00
27700	ACC DEPR - FURNITURE & EQUIPMENT	
001800		0.00
040000	EXPENSES	31,037.74-
060000	OPERATING CAPITAL OUTLAY	291,089.41-
	** GL 27700 TOTAL	322,127.15-
28200	LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	35,815.84
28300	ACC DEPR - LIBRARY RESOURCES	
000000	BALANCE BROUGHT FORWARD	35,815.84-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	401,747.85-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2012

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	343,342.43
060000	OPERATING CAPITAL OUTLAY	976,639.49
	** GL 27600 TOTAL	1,319,981.92
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
040000	EXPENSES	286,097.56-
060000	OPERATING CAPITAL OUTLAY	796,162.80-
	** GL 27700 TOTAL	1,082,260.36-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	237,721.56-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND  
JULY 01, 2012

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

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	392,210.88-
010000	SALARIES AND BENEFITS	10,593.88
	** GL 38600 TOTAL	381,617.00-
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	144,857.37
010000	SALARIES AND BENEFITS	1,074,961.46-
	** GL 48600 TOTAL	930,104.09-
54900	COMMITTED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	1,311,721.09
	*** FUND TOTAL	0.00

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**DIVISION OF ADMINISTRATIVE HEARINGS**

**SCHEDULE I SERIES**

**OPERATING TRUST FUND**

SCHEDULE I  
TRUST FUNDS AVAILABLE

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

Methodology:

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

Identify positions performing administrative functions shared by both budget entities.

Identify the costs associated with these administrative functions.

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

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

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

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

Administration - Appropriations (33% DOAH, 67% OJCC)  
Executive Direction - Appropriations (33% DOAH, 67% OJCC)  
Finance and Accounting - Appropriations (33% DOAH, 67% OJCC)  
Human Resources - FTE (27% DOAH, 73% OJCC)  
Information Technology - Appropriations (33% DOAH, 67% OJCC)  
Planning and Budgeting - Appropriations (33% DOAH, 67% OJCC)  
Procurement - Appropriations (33% DOAH, 67% OJCC)  
General Revenue Service Charge – Estimated Revenue  
Assessments on Investments – Estimated Investments



SCHEDULE I  
TRUST FUNDS AVAILABLE

FY 2013-2014  
SUPPORTING NARRATIVE  
COMPUTATION OF COST FOR GENERAL MANAGEMENT AND ADMINISTRATIVE SERVICES

<b>729701 ADJUDICATION OF DISPUTES</b>		<b>33%</b>			<b>HR &amp;</b>						
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	DOAH AMT	OJCC AMT
Administration	Admin Svc Dir II-SES	2842	Mustain, L	\$ 85,200	\$ 26,611	\$ 111,811	\$ 6,565	\$ -	\$ 118,376	\$ 39,064	\$ 79,312
Administration	Admin Assist II-SES	3151	Givens, D	\$ 40,000	\$ 12,156	\$ 52,156	\$ 6,565	\$ -	\$ 58,721	\$ 19,378	\$ 39,343
Executive Direction	Dir & Chief Judge-DOAH	2646	Cohen, R	\$ 129,409	\$ 32,348	\$ 161,757	\$ 6,565	\$ -	\$ 168,322	\$ 55,546	\$ 112,776
Executive Direction	Exec Asst I - SES	2771	Sloan, L	\$ 49,920	\$ 22,070	\$ 71,990	\$ 6,565	\$ -	\$ 78,555	\$ 25,923	\$ 52,632
Finance & Acct	Accountant Supv II-SES	2741	Stern, J	\$ 46,217	\$ 21,594	\$ 67,811	\$ 6,565	\$ -	\$ 74,376	\$ 24,544	\$ 49,832
Finance & Acct	Admin Assist I	2816	Decambra, A	\$ 27,600	\$ 10,049	\$ 37,649	\$ 5,359	\$ -	\$ 43,008	\$ 14,193	\$ 28,815
Human Resources	Pers Officer I-SES	2843	Simmons, L	\$ 64,500	\$ 8,356	\$ 72,856	\$ 6,565	\$ -	\$ 79,421	\$ 21,444	\$ 57,977 *
Information Tech	Data Base Admin-SES	2845	Brown, S	\$ 85,200	\$ 17,974	\$ 103,174	\$ 6,565	\$ -	\$ 109,739	\$ 36,214	\$ 73,525
Information Tech	Dist Comp Sys Analyst-SES	3412	Kurasch, J	\$ 40,008	\$ 20,898	\$ 60,906	\$ 6,565	\$ -	\$ 67,471	\$ 22,265	\$ 45,206
Information Tech	Sys Programmer I	2654	Russell, J	\$ 52,392	\$ 20,567	\$ 72,959	\$ 6,565	\$ -	\$ 79,524	\$ 39,762	\$ 39,762 *
Planning & Budget	Budget Officer	2801	Wingler, Cynth	\$ 75,000	\$ 25,298	\$ 100,298	\$ 6,565	\$ -	\$ 106,863	\$ 35,265	\$ 71,598
Procurement	Purch Agent III-SES	2434	Haldane, L.	\$ 43,200	\$ 21,206	\$ 64,406	\$ 6,565	\$ -	\$ 70,971	\$ 23,420	\$ 47,551
Procurement	Admin Assist II-SES	3143	Allbritton, Don	\$ 31,800	\$ 4,148	\$ 35,948	\$ 6,565	\$ -	\$ 42,513	\$ 14,029	\$ 28,484
General Revenue Service Charge									\$ 67,287	\$ 41,890	\$ 25,398
Assessments on Investments									\$ 15,218	\$ 2,676	\$ 12,542
<b>DOAH TOTALS</b>				<b>\$ 770,446</b>	<b>\$ 243,275</b>	<b>\$ 1,013,721</b>	<b>\$ 84,139</b>	<b>\$ -</b>	<b>\$ 1,180,365</b>	<b>\$ 415,613</b>	<b>\$ 764,752</b>

  

<b>729702 WORKERS' COMPENSATION APPEALS</b>		<b>67%</b>			<b>HR &amp;</b>						
ADMIN FUNCTION	POS TITLE	POS#	INCUMBENT	SALARY	BENEFITS	S/B TOTAL	EXP PKG	BONUS	TOTAL	OJCC AMT	DOAH AMT
Finance & Acct	Admin Assist III	3406	Wood, Jeff	\$ 39,300	\$ 11,550	\$ 50,850	\$ 5,359	\$ -	\$ 56,209	\$ 37,660	\$ 18,549
Finance & Acct	Accountant I	3409	Griffin, P	\$ 31,308	\$ 17,862	\$ 49,170	\$ 5,359	\$ -	\$ 54,529	\$ 36,534	\$ 17,995
Finance & Acct	Admin Assist II-SES	3416	Pelt, K	\$ 37,454	\$ 20,465	\$ 57,919	\$ 6,565	\$ -	\$ 64,484	\$ 43,204	\$ 21,280
Finance & Acct	Accountant II	3425	Roberts, R	\$ 40,000	\$ 18,977	\$ 58,977	\$ 5,359	\$ -	\$ 64,336	\$ 43,105	\$ 21,231
Information Tech	Dist Comp Sys Admin-SES	3422	Reynolds, W	\$ 57,582	\$ 23,057	\$ 80,639	\$ 6,565	\$ -	\$ 87,204	\$ 28,777	\$ 58,427
<b>OJCC TOTALS</b>				<b>\$ 205,644</b>	<b>\$ 91,911</b>	<b>\$ 297,555</b>	<b>\$ 29,207</b>	<b>\$ -</b>	<b>\$ 326,762</b>	<b>\$ 189,282</b>	<b>\$ 137,480</b>

  

<b>TOTAL DOAH COST TO BE RECOVERED FROM THE OJCC</b>	<b>\$ 627,273</b>
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\* Percentages for these employees vary because of their job duties.

SCHEDULE I  
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE - SECTION III ADJUSTMENTS  
OPERATING TRUST FUND

Following are descriptions of the adjustments included in the Schedule I, Columns A01 and A02, Section III, of the Division's FY 2013-14 Legislative Budget Request:

**COLUMN A01: ACTUAL PRIOR YEAR - FY 2011-12**

**01 Record September 30, 2011 Operating Reversions - DOAH**

Per FY 2013-14 Legislative Budget Request instructions, the adjustment of \$15,495 is necessary to include September 30, 2011 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

**02 Record September 30, 2011 Operating Reversions - JCCs**

Per FY 2013-14 Legislative Budget Request instructions, the adjustment of \$135,322 is necessary to include September 30, 2011 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

**03 Close Prior-Year Compensated Absences – DOAH**

Per statewide financial reporting requirements, the adjustment of \$17,993 is necessary to record the closing of prior-year compensated absences for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

**04 Close Prior-Year Non-Carry Forwards - DOAH**

Per statewide financial reporting requirements, the adjustment of (\$1,388) is necessary to record the closing of FY 2010-11 non-certified payables for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

**05 Close Prior-Year Non-Carry Forwards - JCCs**

Per statewide financial reporting requirements, the adjustment of \$98 is necessary to record the closing of FY 2010-11 non-certified payables for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

**06 Close Prior-Year Certified Forward Encumbrances - DOAH**

Per statewide financial reporting requirements, the adjustment of (\$49,700) is necessary to record the closing of FY 2010-11 certified forward encumbrances for the Adjudication of Disputes Program. The adjustment has a negative impact on the fund balance.

**07 Close Prior-Year Certified Forward Encumbrances - JCCs**

Per statewide financial reporting requirements, the adjustment of (\$298,325) is necessary to record the closing of FY 2010-11 certified forward encumbrances for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

**08 Refund of State Revenues - JCCs**

Per statewide financial reporting requirements, the adjustment of (\$5,137) is necessary to record the refund of state revenues for the Workers' Compensation Appeals Program. The adjustment has a negative impact on the fund balance.

**09 Rounding - To Balance with June 30, 2012 Unreserved Fund Balance - DOAH**

The adjustment of \$2 is necessary to balance with the June 30, 2012 unreserved fund balance for the Adjudication of Disputes Program.

**10 Rounding - To Balance with June 30, 2012 Unreserved Fund Balance - JCCs**

The adjustment of \$2 is necessary to balance with the June 30, 2012 unreserved fund balance for the Workers' Compensation Appeals Program.

**COLUMN A02: CURRENT YEAR ESTIMATED - FY 2012-13**

**11 Record September 30, 2012 Operating Reversions - DOAH**

Per FY 2013-14 Legislative Budget Request instructions, the adjustment of \$14,931 is necessary to include September 30, 2012 operating reversions for the Adjudication of Disputes Program. The adjustment has a positive impact on the fund balance.

**12 Record September 30, 2012 Operating Reversions - JCCs**

Per FY 2013-14 Legislative Budget Request instructions, the adjustment of \$17,817 is necessary to include September 30, 2012 operating reversions for the Workers' Compensation Appeals Program. The adjustment has a positive impact on the fund balance.

SCHEDULE I  
TRUST FUNDS AVAILABLE

SUPPORTING NARRATIVE  
REVENUE ESTIMATING METHODOLOGIES  
OPERATING TRUST FUND

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

**COLUMN A02: CURRENT YEAR ESTIMATED REVENUES - FY 2012-13**

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

These revenues represent transfers from state agencies to the Division of Administrative Hearings (DOAH) to support the Adjudication of Disputes Program. These transfers are appropriated in the FY 2012-13 General Appropriations Act (Chapter 2012-118, Laws of Florida) and total \$5,577,717.

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

Pursuant to Chapter 403, Florida Statutes, the Department of Environmental Protection (DEP) transfers to DOAH a portion of the application fees that it collects in electrical power plant siting, transmission line siting, and natural gas transmission pipeline siting cases. These fees are paid when DEP refers a case to DOAH, and if land use, certification, and other administrative hearings are held. The estimate of \$59,006 was based on average revenue received over the past five years.

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

This estimate represents the transfer from the Department of Financial Services to DOAH to support the Workers’ Compensation Appeals – Judges of Compensation Claims Program. This transfer totals \$16,821,863 and covers the operating and nonoperating costs of this program, calculated as follows:

\$16,226,485	Operating budget
+ 595,378	Nonoperating general management and administrative assessment
<u>\$16,821,863</u>	Total estimated transfer from the Department of Financial Services
=====	

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

The estimate of \$32,319 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) other state agencies for contract cases filed pursuant to Chapter 120, Florida Statutes; and (3) various state agencies for copies of documents provided by DOAH. This amount is based on collections from the prior fiscal year (FY 2011-12) because caseload and billable hours are projected to remain relatively constant in FY 2012-13.

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

The \$100 collected in the prior fiscal year (FY 2011-12) is not expected to be collected in future fiscal years.

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

The estimate of \$454,488 represents revenue from nonstate entities for Administrative Law Judge services, plus travel and video teleconferencing costs. This amount is based on collections from the prior fiscal year (FY 2011-12) because caseload and billable hours are projected to remain relatively constant in FY 2012-13.

**Line 35: Sale of Services - Outside State - Workers' Compensation Appeals**

The estimate of \$69,328 represents revenue from nonstate entities for court reporter services provided for preparing records on appeal. This amount is based on collections from the prior fiscal year (FY 2011-12).

**Line 36: Refunds - Adjudication of Disputes**

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

**Line 37: Refunds - Workers' Compensation Appeals**

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

**Line 38: Reimbursements – Adjudication of Disputes**

The estimate of \$8,166 represents reimbursements to be made to the Adjudication of Disputes Program. This amount is based on collections from the prior fiscal year (FY 2011-12).

**Line 39: Reimbursements – Workers' Compensation Appeals**

The estimate of \$3,956 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is based on collections from the prior fiscal year (FY 2011-12).

**Line 40: Interest on Investments - Adjudication of Disputes**

In FY 2011-12, interest earnings totaling \$326,228 represent 1.54% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$20,632,723 will be invested in FY 2012-13, earning \$317,274, or 1.54%. This program's share of these earnings is estimated at \$69,131 and represents .34% of the total funds invested.

**Line 41: Interest on Investments – Workers' Compensation Appeals**

In FY 2011-12, interest earnings totaling \$326,228 represent 1.54% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$20,632,723 will be invested in FY 2012-13, earning \$317,274, or 1.54%. This

program's share of these earnings is estimated at \$248,143, and represents 1.2% of the total funds invested.

**Line 42: Tenant Broker Commission – Workers’ Compensation Appeals**

Pursuant to subsections 255.25(3) and 255.249(6), Florida Statutes, DOAH collected third party commissions for tenant broker services in the amount of \$51,430. Approved budget amendment #EOG B0139 provided the budget authority required for DOAH to pay the tenant broker \$36,099.07 in August, 2012. Approved budget amendment # EOG B0218 provided the budget authority for DOAH to pay the tenant broker \$15,330 in October, 2012.

**COLUMN A03: AGENCY REQUEST – FY 2013-14**

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

These revenues represent transfers from state agencies to the Division of Administrative Hearings to support the Adjudication of Disputes Program. The Division’s budget, as adjusted below, is prorated among these agencies based on actual time spent in administrative proceedings by DOAH’s Administrative Law Judges in FY 2011-12. The total amount prorated among the agencies is \$6,985,780 and is calculated as follows:

\$8,066,033	Total FY 2013-14 Legislative Budget Request
( 486,807)	Less: Estimated Revenue from Nonstate and State Contract Entities
( 627,273)	Less: Estimated Cost For Providing General Management and Administrative Services to the Workers’ Compensation Appeals Program
( 59,006)	Less: Estimated Revenue from Application Fees for Cases Filed Pursuant to Chapter 403, Florida Statutes
+ 92,833	Plus: Estimated Nonoperating Cost of State Agency Video Teleconferencing Administrative Proceedings
\$6,985,780	Total Amount Prorated Among State Agencies
=====	

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

Pursuant to Chapter 403, Florida Statutes, the Department of Environmental Protection (DEP) transfers to DOAH a portion of the application fees that it collects in electrical power plant siting, transmission line siting, and natural gas transmission pipeline siting cases. These fees are paid when DEP refers a case to DOAH, and if land use, certification, and other administrative hearings are held. The estimate of \$59,006 was based on average revenue received over the past five years.

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

This estimate represents the transfer from the Department of Financial Services to DOAH to support the Workers’ Compensation Appeals – Judges of Compensation Claims Program. This transfer totals \$16,974,253 and covers the operating costs of this program, as well as the

nonoperating general management and administrative assessment paid to the Adjudication of Disputes Program. It is calculated as follows:

\$16,346,980	Operating budget
+ 627,273	Nonoperating general management and administrative assessment
\$16,974,253	Total estimated transfer from the Department of Financial Services
=====	

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

The estimate of \$32,319 represents revenue from: (1) the Florida Legislature for contract (claim bill) cases filed pursuant to Senate Rule 4.81; (2) other state agencies for contract cases filed pursuant to Chapter 120, Florida Statutes; and (3) various state agencies for copies of documents provided by DOAH. This amount is based on collections from the prior fiscal year (FY 2012-13) because caseload and billable hours are projected to remain relatively constant in FY 2013-14.

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

The \$100 collected in the prior fiscal year (FY 2012-13) is not expected to be collected in future fiscal years.

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

The estimate of \$454,488 represents revenue from nonstate entities for Administrative Law Judge services, plus travel and video conferencing costs. This amount is based on collections from the prior fiscal year (FY 2012-13) because caseload and billable hours are projected to remain relatively constant in FY 2013-14.

**Line 35: Sale of Services - Outside State - Workers' Compensation Appeals**

The estimate of \$69,328 represents revenue from nonstate entities for court reporter services. This amount is based on collections from the prior fiscal year (FY 2012-13) because workload is projected to remain relatively constant in FY 2013-14.

**Line 36: Refunds - Adjudication of Disputes**

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

**Line 37: Refunds - Workers' Compensation Appeals**

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

**Line 38: Reimbursements – Adjudication of Disputes**

The estimate of \$8,166 represents reimbursements to be made to the Adjudication of Disputes Program. This amount is based on collections from the prior fiscal year (FY 2012-13).

**Line 39: Reimbursements – Workers' Compensation Appeals**

The estimate of \$3,956 represents reimbursements to be made to the Workers' Compensation Appeals Program. This amount is based on collections from the prior fiscal year (FY 2012-13).

**Line 40: Interest on Investments - Adjudication of Disputes**

In FY 2011-12, interest earnings totaling \$326,228 represent 1.54% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$23,503,681 will be invested in FY 2013-14, earning \$361,422, or 1.54%. This program's share of these earnings is estimated at \$110,256, and represents .47% of the total funds invested.

**Line 41: Interest on Investments – Workers' Compensation Appeals**

In FY 2011-12, interest earnings totaling \$326,228 represent 1.54% of the total funds invested that year. These earnings are prorated among DOAH's two programs using a formula based on funds available for investing, as well as actual investments made. Using this formula, it is estimated that \$23,503,681 will be invested in FY 2013-14, earning \$361,422, or 1.54%. This program's share of these earnings is estimated at \$251,166, and represents 1.07% of the total funds invested.

**Line 42: Tenant Broker Commission – Workers' Compensation Appeals**

The tenant broker commission totaling \$51,430 received and paid in FY 2012-13 was nonrecurring and thus was not carried forward in FY 2013-14.



SCHEDULE I  
TRUST FUNDS AVAILABLE

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

The following five percent trust fund reserve calculation is based on the "General Policy Guidelines for Reserving 5 Percent of State Trust Funds" contained in the FY 2013-14 Legislative Budget Request instructions:

Total Revenues for Fiscal Year 2012-13:	\$23,395,547
Less Assessments from State Agencies for Administrative Law Judge Services	(5,669,042)
Less Assessments from Outside Entities for Administrative Law Judge Services	( 454,488)
Less Operating Transfer to Department of Financial Services for Risk Management Insurance	( 130,644)
Less Operating Transfer to Department of Management Services for Human Resources Services Contract	( 85,781)
Less Pass-Through Tenant Broker Commissions	( 51,430)
Less Nonoperating Transfer to Department of Management Services for Video Teleconferencing Hearings	( 125,000)
Less Nonoperating Assessments on Investments	( 15,279)
Less Nonoperating Service Charge to General Revenue	<u>( 67,389)</u>
 Total Revenue Subject to 5% Reserve Calculation	 <u>\$16,796,494</u>
 Multiplied by 5%	 <u>X .05</u>
 Total 5% Reserve for Operating Trust Fund	 <u>\$ 839,825</u>

Pursuant to the guidelines, the Adjudication of Disputes program is exempt from the requirement that it set aside a five percent reserve because it is supported by assessments from other state agencies and entities for the provision of administrative law judge services. Therefore, the total reserve of \$839,825 is applied to the Workers' Compensation Appeals program.

This reserve of \$839,825 will reduce the June 30, 2014 available cash balance to \$767,992 for the Workers' Compensation Appeals program. Barring any unforeseen extraordinary emergencies that may arise in FY 2013-14, this balance should be sufficient to support any interim budget amendments that may be necessary that year, especially considering that the Schedule I also includes other nonoperating reserves for this program.

The year-end balance of the Division's Trust Fund does not exceed 50 percent of appropriations in FY 2011-12, FY 2012-13, or FY 2013-14.

**Executive Office of the Governor**  
**Inter-Agency Transfers Reported on Schedule I**  
**Agency Name Division of Administrative Hearings**

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

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

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer Category</b>	<b>Amount FY 11-12 (A01)</b>	<b>Amount FY 12-13 (A02)</b>	<b>Amount FY 13-14 (A03)</b>	<b>Confirmed By</b>
Department of Financial Services Fund Number 430000 20 2 795003	001500	17,350,072.00	16,821,863.00	16,974,253.00	Jamessa Chester (A01) 850-413-2112 Sarah Goodman (A02 & A03) 850-413-2114
<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Category</b>				
Department of Management Services Fund Number 720000 60 2 105001	181167	125,000.00	125,000.00	125,000.00	Shannon Martin 850-922-5228
Department of Financial Services Fund Number 430000 20 2 795003	180600	135,322.00	104,792.00	0.00	Jamessa Chester (A01) 850-413-2112 Sarah Goodman (A02) 850-413-2114

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2013 - 2014 DMS/Division of Administrative Hearings
<b>Trust Fund Title:</b>	Operating Trust Fund
<b>Budget Entity:</b>	Adjudication of Disputes and Workers' Compensation Appeals
<b>LAS/PBS Fund Number:</b>	2510

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	\$100,536.58	(A)		\$100,536.58
ADD: Other Cash (See Instructions)	\$0.00	(B)		\$0.00
ADD: Investments	\$3,150,043.86	(C)		\$3,150,043.86
ADD: Outstanding Accounts Receivable	\$152,649.10	(D)	\$0.00	\$152,649.10
ADD:	\$0.00	(E)		\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$3,403,229.54	(F)	\$0.00	\$3,403,229.54
LESS Allowances for Uncollectibles	\$0.00	(G)		\$0.00
LESS Approved "A" Certified Forwards	(\$51,931.08)	(H)		(\$51,931.08)
Approved "B" Certified Forwards	(\$235,240.83)	(H)	\$0.00	(\$235,240.83)
Approved "FCO" Certified Forwards	\$0.00	(H)		\$0.00
LESS: Other Accounts Payable (Nonoperating)	(\$11,219.35)	(I)		(\$11,219.35)
LESS: _____	\$0.00	(J)		\$0.00
<b>Unreserved Fund Balance, 07/01/12</b>	\$3,104,838.28	(K)	\$0.00	\$3,104,838.28 **

**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>Budget Period:</b>	<b>2013 - 2014</b>
<b>Department Title:</b>	<u>DMS/Division of Administrative Hearings</u>
<b>Trust Fund Title:</b>	<u>Operating Trust Fund</u>
<b>LAS/PBS Fund Number:</b>	<u>2510</u>

**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	<b>3,324,236.39</b>	(A)
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**Subtract Nonspendable Fund Balance (GLC 56XXX)**

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

SWFS Adjustment # and Description	0.00	(C)
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SWFS Adjustment # and Description	0.00	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(235,240.83)	(D)
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Approved "C" Carry Forward Total (FCO) per LAS/PBS	0.00	(D)
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A/P not C/F-Operating Categories	(4,122.65)	(D)
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Current Compensated Absences Liability	18,823.79	(D)
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Closed Operating Payables	1,141.58	(D)
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Closed Non-Operating Payable	0.00	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>3,104,838.28</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>3,104,838.28</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**