

State of Florida  
Division of Administrative Hearings

**Rick Scott**  
Governor

**Robert S. Cohen**  
Director and Chief Judge

**Claudia Lladó**  
Clerk of the Division



**David M. Maloney**  
Deputy Chief  
Administrative Law Judge

**David W. Langham**  
Deputy Chief Judge  
Judges of Compensation Claims

LEGISLATIVE BUDGET REQUEST

October 15, 2012

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

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

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

Dear Directors,

Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request (LBR) for the Division of Administrative Hearings 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.

Sincerely,

Robert S. Cohen  
Director and Chief Judge

/cjw

TEMPORARY SPECIAL DUTY – GENERAL PAY ADDITIVES  
IMPLEMENTATION PLAN FOR FISCAL YEAR 2013-2014

The Division of Administrative Hearings has never and has no plans to implement temporary special duty pay additives.

# **DIVISION OF ADMINISTRATIVE HEARINGS**

## **DEPARTMENT LEVEL EXHIBITS AND SCHEDULES**

Non-Strategic IT Service: <b>Network Service</b>					
Dept/Agency: <b>Division of Administrative Hearings</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: <b>Cindy Wingler</b>					
Phone: <b>(850) 488-9675 ext. 112</b>					
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>			1.00		\$85,524
A-1.1	State FTE	1	1.00		\$85,524
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$62,500
B-1	Servers	2	23	0	\$0
B-2	Server Maintenance & Support	2	23	18	\$18,500
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	3	60	12	\$44,000
B-4	Online Storage for file and print (indicate GB of storage)	6839	0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)	32768	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
<b>C. Software</b>		4			\$4,000
<b>D. External Service Provider(s)</b>					\$188,403
D-1	MyFloridaNet	5			\$188,403
D-2	Other (Please specify in Footnote Section below)				\$0
<b>E. Other (Please describe in Footnotes Section below)</b>		6			\$1,500
<b>F. Total for IT Service</b>					<b>\$341,927</b>
<b>G. Please identify the number of users of the Network Service</b>					<b>242</b>
<b>H. How many locations currently host IT assets and resources used to provide LAN services?</b>					<b>18</b>
<b>I. How many locations currently use WAN services?</b>					<b>18</b>
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The cumulative percentage of time expended by 6 FTE on this service, rounded to the nearest .25. AD = \$22,796; WC = \$62,728 (Sal)				
2	There are 18 servers on maintenance. AD = \$3,500; WC = \$15,000 (Cont)				
3	Enterasys, firewall, equipment maintenance, hubs, switches, cables and installation. AD = \$14,100; WC = \$29,900 (Exp, OCO, Cont)				
4	Enterasys software renewals. AD = \$2,000; WC = \$2,000 (Exp)				
5	IT communications and equipment provided by DMS. AD = \$58,882; WC = \$129,521 (Exp)				
6	Supplies - backup tapes. AD = \$500; WC = \$1,000 (Exp)				
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		<b>E-Mail, Messaging, and Calendaring Service</b>			
Agency: <b>Division of Administrative Hearings</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: <b>Cindy Wingler</b>					
Phone: <b>(850) 488-9675 ext. 112</b>					
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>			0.25		\$10,317
A-1	State FTE	1	0.25		\$10,317
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$0
B-1	Servers	2	1	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)		0	0	\$0
B-4	Online Storage (indicate GB of storage)	22	0		\$0
B-5	Archive Storage (indicate GB of storage)	5530	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>					\$0
D-1	Southwood Shared Resource Center				\$0
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>					\$0
<b>F. Total for IT Service</b>					<b>\$10,317</b>
<b>G. Please provide the number of user mailboxes.</b>					<b>295</b>
<b>H. Please provide the number of resource mailboxes.</b>					<b>16</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The cumulative percentage of time expended by 1 FTE on this service, rounded to the nearest .25. AD = \$10,317 (Sal)				
2	A new server was purchased in FY 12-13 and will be under maintenance for five years.				
3					
4					
5					
6					
7					
8					
9					

Non-Strategic IT Service:		Desktop Computing Service			
Agency: <b>Division of Administrative Hearings</b>		# of Assets & Resources			
Prepared by: <b>Cindy Wingler</b>		Apporportioned to this			
Phone: <b>(850) 488-9675 ext. 112</b>		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>			2.75		\$153,635
A-1	State FTE		2.75		\$153,635
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			584	90	\$67,050
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	2	347	60	\$43,800
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3	96	30	\$23,250
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	4	141	0	\$0
<b>C. Software</b>		5			\$1,600
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>		6			\$4,000
<b>F. Total for IT Service</b>					\$226,285
<b>G. Please identify the number of users of this service.</b>					242
<b>H. How many locations currently use this service?</b>					18
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The cumulative percentage of time expended by 4 FTE on this service, rounded to the nearest .25. AD = \$48,725; WC = \$104,910 (Sal)				
2	Replace 1/4 of desktop computers. AD = \$11,680; WC = \$32,120. (Exp)				
3	Replace 1/3 of mobile computers. AD = \$11,625; WC = \$11,625 (Exp)				
4	Printers				
5	E-Form software. AD = \$800; WC = \$800. (Exp)				
6	IT supplies. AD = \$1,500; WC = \$2,500 (Exp)				
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		Helpdesk Service			
Agency: <b>Division of Administrative Hearings</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: <b>Cindy Winger</b>					
Phone: <b>(850) 488-9675 ext. 112</b>					
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>\$17,200</b>
A-1	State FTE	1	0.25		\$17,200
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					<b>\$0</b>
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>					<b>\$0</b>
		2			
<b>D. External Service Provider(s)</b>					<b>\$0</b>
			0	0	
<b>E. Other (Please describe in Footnotes Section below)</b>					<b>\$0</b>
<b>F. Total for IT Service</b>					<b>\$17,200</b>
<b>G. Please identify the number of users of this service.</b>					<b>242</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>150</b>
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The cumulative percentage of time expended by 1 FTE on this service, rounded to the nearest .25. AD = \$9,136; WC = \$8,064 (Sal)				
2	TightVNC Shareware				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service: <b>IT Security/Risk Mitigation Service</b>				
Agency: <b>Division of Administrative Hearings</b> Prepared by: <b>Cindy Wingler</b> Phone: <b>(850) 488-9675 ext. 112</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>		0.25		\$13,223
A-1 State FTE	1	0.25		\$13,223
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			\$5,300
<b>D. External Service Provider(s)</b>	3	1	1	\$2,500
<b>E. Other (Please describe in Footnotes Section below)</b>				\$0
<b>F. Total for IT Service</b>				<b>\$21,023</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	The cumulative percentage of time expended by 2 FTE on this service, rounded to the nearest .25. AD = \$5,159; WC = \$8,064 (Sal)			
2	Symantec anti-virus software. AD = \$1,900; WC = \$3,400 (Exp, Cont)			
3	Iron Mountain tape storage. AD = \$2,500 (Cont)			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



Non-Strategic IT Service: <b>Agency Financial and Administrative Systems Support Service</b>					
Agency: <b>Division of Administrative Hearings</b> Prepared by: <b>Cindy Wingler</b> Phone: <b>(850) 488-9675 ext. 112</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>			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>		1			\$600
<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>\$600</b>
<b>G. Please identify the number of users of this service.</b>					<b>242</b>
<b>H. How many locations currently host agency financial/administrative systems?</b>					<b>1</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Project Management Software. AD = \$300; WC = \$300. (Exp)				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service: <b>IT Administration and Management Service</b>				
Agency: <b>Division of Administrative Hearings</b> Prepared by: <b>Cindy Wingler</b> Phone: <b>(850) 488-9675 ext. 112</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning -- Assets & Resources (Cost Elements)				Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	
<b>A. Personnel</b>				
A-1	State FTE	1	0.25	\$30,952
A-2	OPS FTE		0.00	\$0
A-3	Contractor Positions (Staff Augmentation)		0.00	\$0
<b>B. Hardware</b>				
B-1	Servers		0	\$0
B-2	Server Maintenance & Support		0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	\$0
<b>C. Software</b>				
		2		\$600
<b>D. External Service Provider(s)</b>				
			0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>				
				\$0
<b>F. Total for IT Service</b>				<b>\$31,552</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	The cumulative percentage of time expended by 1 FTE on this service, rounded to the nearest .25. AD = \$30,952 (Sal)			
2	Project Management Software. AD = \$300; WC = \$300. (Exp)			
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Non-Strategic IT Service: <b>Web/Portal Service</b>					
Dept/Agency: <b>Division of Administrative Hearings</b> Prepared by: <b>Cindy Wingle</b> Phone: <b>(850) 488-9675 ext. 112</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>			0.50		\$36,480
A-1.1	State FTE	1	0.50		\$36,480
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	2	1	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes 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>\$36,480</b>
<b>G. Please identify the number of Internet users of this service.</b>					<b>290,000</b>
<b>H. Please identify the number of intranet users of this service.</b>					<b>242</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 cumulative percentage of time expended by 1 FTE on this service, rounded to the nearest .25. AD = \$36,480 (Sal)				
2	One server is dedicated to web service				
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Non-Strategic IT Service:		Data Center Service		
Dept/Agency: <b>Division of Administrative Hearings</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Prepared by: <b>Cindy Wingler</b>				
Phone: <b>(850) 488-9675 ext. 112</b>				
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.)		0.00		\$0
A-1.1 State FTE		0.00		\$0
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)		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>				\$13,368
E-1 Data Center/Computing Facilities Rent & Insurance	1			\$13,368
E-2 Utilities (e.g., electricity and water)				\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)				\$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>\$13,368</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>18</b>
<b>J. Please provide the number of single-server installations.</b>				<b>18</b>
<b>H. Footnotes</b> - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	The amount of square footage apportioned for dedicated server rooms, which are all located in full-service lease locations. AD = \$850; WC = \$12,518. (Exp)			
2				
3				
4				
5				
6				
7				
8				
9				

Agency: **Division of Administrative Hearings**

										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				
Budget Entry Code	Budget Entity	Program Component Code	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund	FSI	Line Item Total	Funding Identified for IT Service	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%				
											\$10,317	\$341,927	\$226,285	\$17,200	\$21,023	\$600	\$31,552	\$36,480	\$13,368			
1	72970100	Adjudication of Disputes	1210000000	Administrative Law	010000	Salaries/Benefits	2510	Operating TF	1	\$163,365	\$10,317	\$22,796	\$48,725	\$9,136	\$5,159		\$30,952	\$36,480				
2					040000	Expenses	2510	Operating TF	1	\$90,437		\$61,482	\$25,605		\$1,900	\$300			\$850			
3					060000	Operating Capital Outlay	2510	Operating TF	1	\$1,000		\$1,000										
4					100777	Contracted Services	2510	Operating TF	1	\$19,000		\$16,500			\$2,500							
5										\$0												
6	72970200	Workers' Compensation App	1102000000	Workforce Services	010000	Salaries/Benefits	2510	Operating TF	1	\$183,766		\$62,728	\$104,910	\$8,064	\$8,064							
7					040000	Expenses	2510	Operating TF	1	\$196,484		\$132,921	\$47,045		\$3,400	\$300	\$300		\$12,518			
8					060000	Operating Capital Outlay	2510	Operating TF	1	\$4,500		\$4,500										
9					100777	Contracted Services	2510	Operating TF	1	\$40,000		\$40,000										
10										\$0												
11										\$0												
12										\$0												
13										\$0												
14										\$0												
15										\$0												
16										\$0												
17										\$0												
18										\$0												
19										\$0												
20										\$0												
21										\$0												
22										\$0												
23										\$0												
24										\$0												
25										\$0												
26										\$0												
27										\$0												
28										\$0												
29										\$0												
30										\$0												
<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 (#)	5.25	0.25	1.00	2.75	0.25	0.25	0.00	0.25	0.50	0.00
												State FTE (Costs)	\$347,331	\$10,317	\$85,524	\$153,635	\$17,200	\$13,223	\$0	\$30,952	\$36,480	\$0
										OPS FTE (#)	0.00	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	\$129,550	\$0	\$62,500	\$67,050	\$0	\$0	\$0	\$0	\$0	\$0		
										Software	\$12,100	\$0	\$4,000	\$1,600	\$0	\$5,300	\$600	\$0	\$0	\$0		
										External Services	\$190,903	\$0	\$188,403	\$0	\$0	\$2,500	\$0	\$0	\$0			
										Plant & Facility (Data Center Only)	\$13,368											
										Other	\$5,500	\$0	\$1,500	\$4,000	\$0	\$0	\$0	\$0	\$0			
										Budget Total	\$698,752	\$10,317	\$341,927	\$226,285	\$17,200	\$21,023	\$600	\$31,552	\$36,480	\$13,368		
										FTE Total	5.25	0.25	1.00	2.75	0.25	0.25	0.00	0.25	0.50	0.00		
										<b>Users</b>		311	242	242	242	242	242	242	242	242		
<b>Cost Per User</b>		\$33	1412.921488	935.0619835	71.07438017	2.479338843	0.125688219															

(cost/all mailboxes) Help Desk Tickets: 150  
Cost/Ticket: 9.555555556

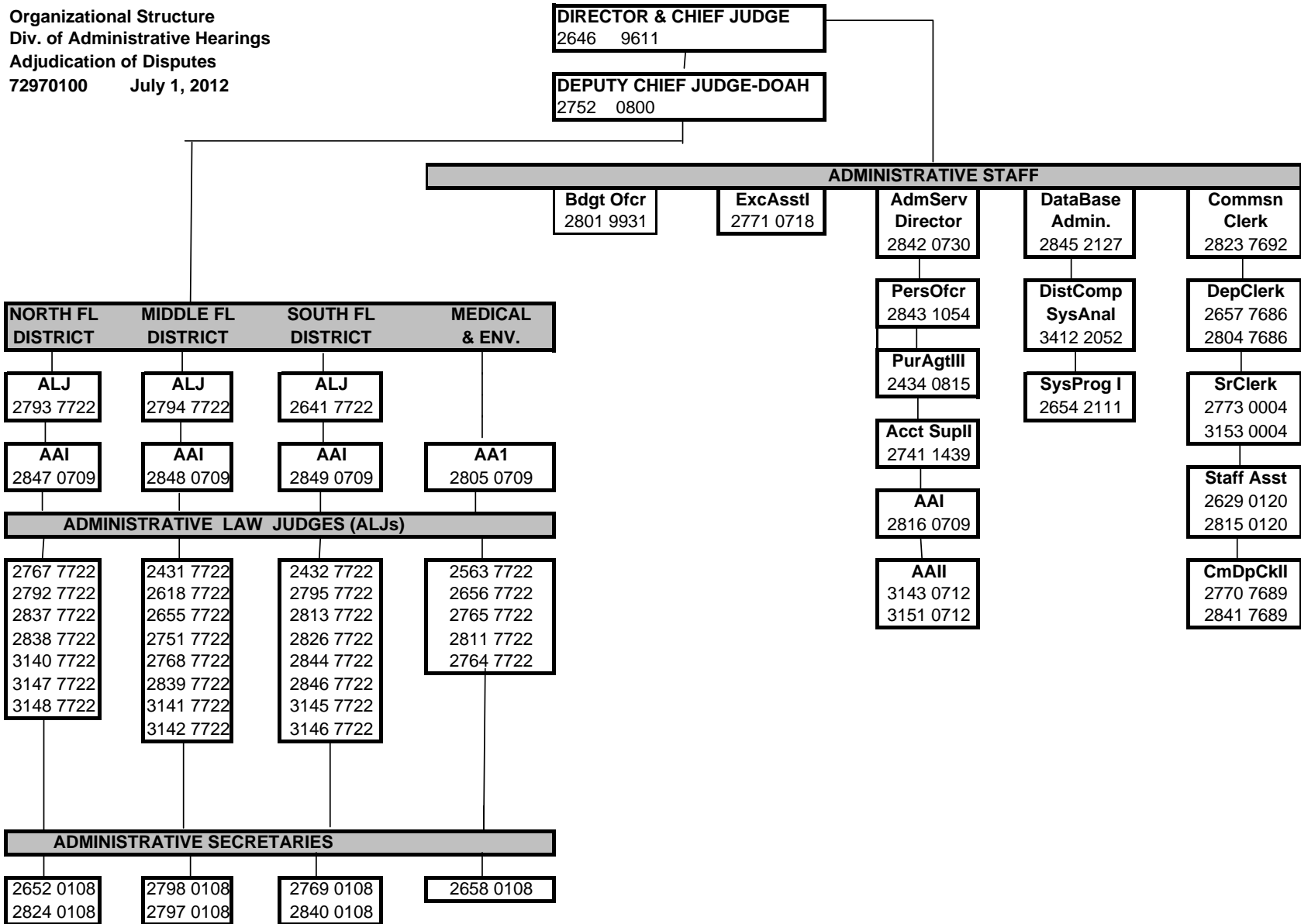
## Schedule VII: Agency Litigation Inventory

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

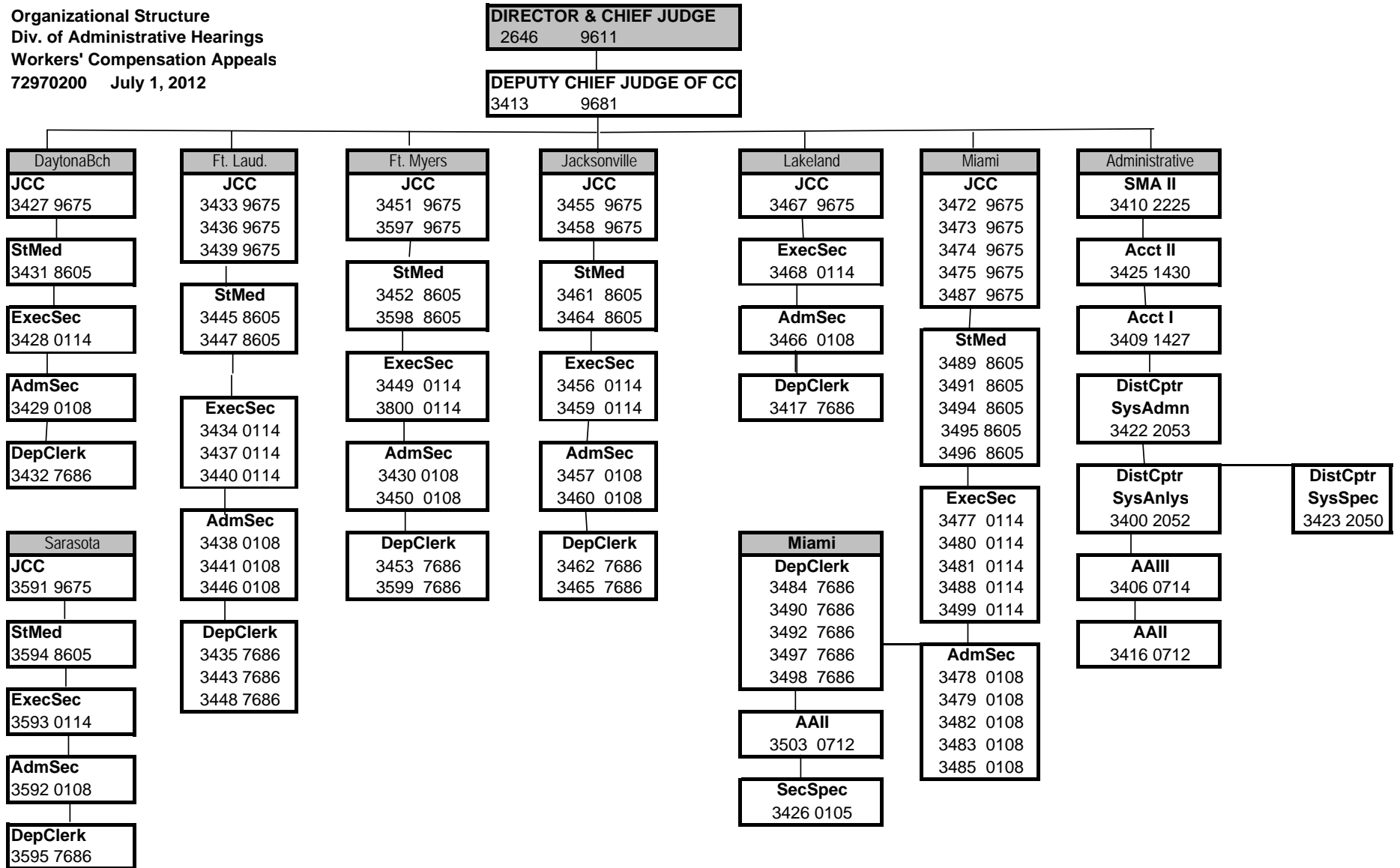
<b>Agency:</b>	Division of Administrative Hearings		
<b>Contact Person:</b>	Cynthia J. Wingler	<b>Phone Number:</b>	850-488-9675
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	N/A		
<b>Court with Jurisdiction:</b>	N/A		
<b>Case Number:</b>	N/A		
<b>Summary of the Complaint:</b>	N/A		
<b>Amount of the Claim:</b>	N/A		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	N/A		
<b>Status of the Case:</b>	N/A		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	N/A	Agency Counsel	
	N/A	Office of the Attorney General or Division of Risk Management	
	N/A	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>	N/A		

*Office of Policy and Budget – July, 2012*

Schedule X  
 Organizational Structure  
 Div. of Administrative Hearings  
 Adjudication of Disputes  
 72970100 July 1, 2012



Schedule X  
 Organizational Structure  
 Div. of Administrative Hearings  
 Workers' Compensation Appeals  
 72970200 July 1, 2012

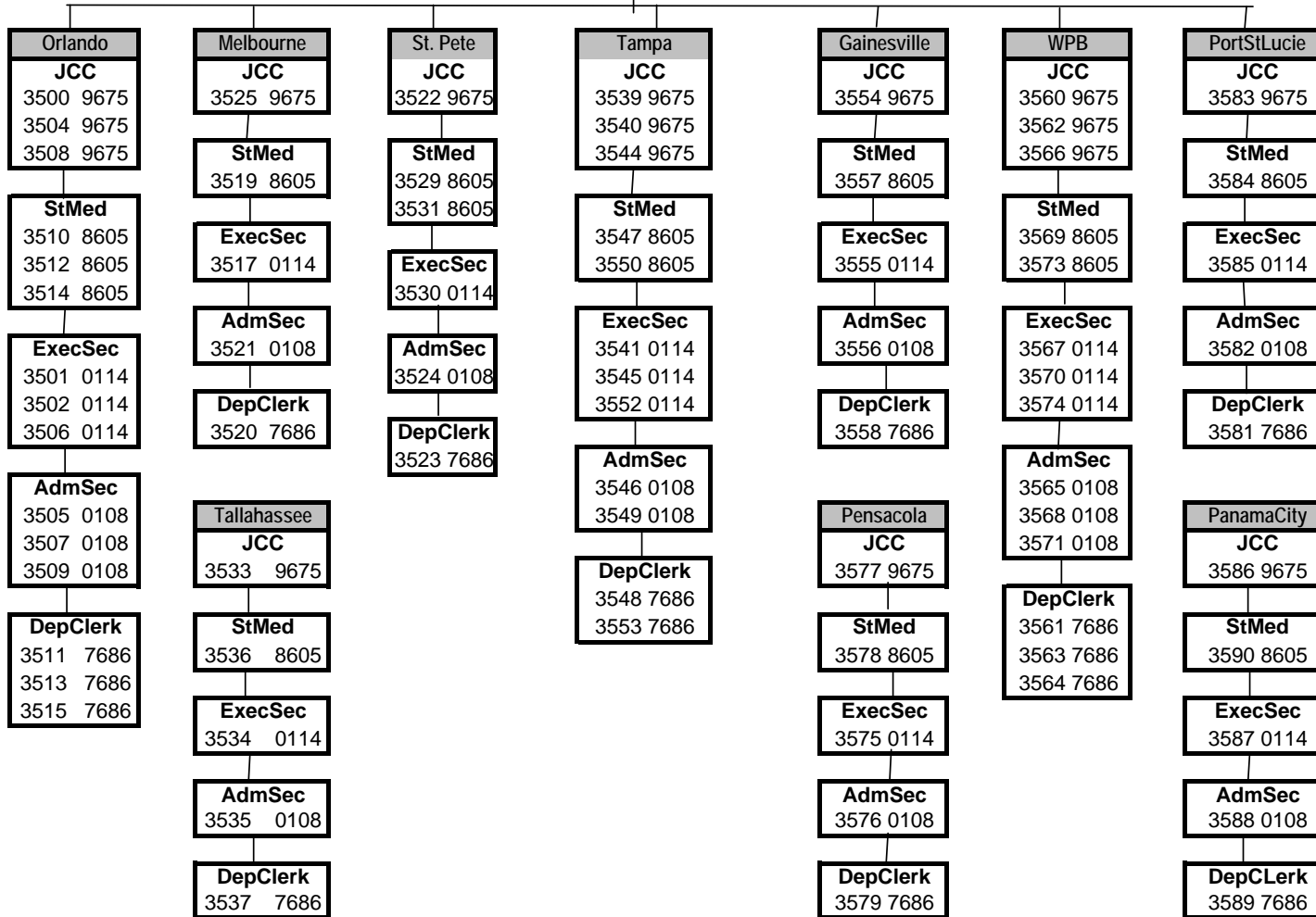




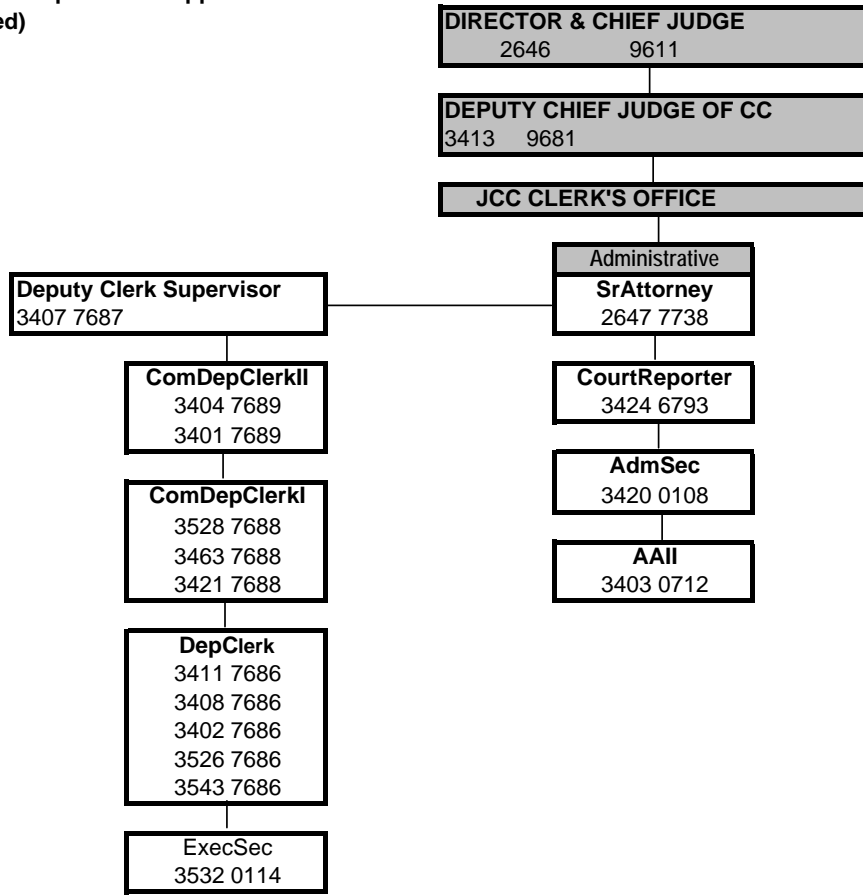
**Workers' Compensation Appeals  
(continued)**

**DIRECTOR & CHIEF JUDGE**  
2646 9611

**DEPUTY CHIEF JUDGE OF CC**  
3413 9681



Workers' Compensation Appeals  
(continued)





-----  
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: 7297	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	24,939,708	
TOTAL BUDGET FOR AGENCY (SECTION III):	24,939,710	
	-----	-----
DIFFERENCE:	2-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

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

**Agency:** DMS/Division of Administrative Hearings

**Contact:** Cindy Wingler, 850-488-9675, x 112

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 2012-2013 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

**DIVISION OF ADMINISTRATIVE HEARINGS**

**ADJUDICATION OF DISPUTES PROGRAM**

**EXHIBITS OR SCHEDULES**

**DIVISION OF ADMINISTRATIVE HEARINGS**

**ADJUDICATION OF DISPUTES PROGRAM**

**SCHEDULE I SERIES**

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<b>\$71,754.56</b>	(A)		<b>\$71,754.56</b>
ADD: Other Cash (See Instructions)	<b>\$0.00</b>	(B)		<b>\$0.00</b>
ADD: Investments	<b>\$1,704,036.36</b>	(C)		<b>\$1,704,036.36</b>
ADD: Outstanding Accounts Receivable	<b>\$144,224.93</b>	(D)	<b>\$0.00</b>	<b>\$144,224.93</b>
ADD:	<b>\$0.00</b>	(E)		<b>\$0.00</b>
<b>Total Cash plus Accounts Receivable</b>	<b>\$1,920,015.85</b>	(F)	<b>\$0.00</b>	<b>\$1,920,015.85</b>
LESS Allowances for Uncollectibles	<b>\$0.00</b>	(G)		<b>\$0.00</b>
LESS Approved "A" Certified Forwards	<b>(\$8,859.46)</b>	(H)		<b>(\$8,859.46)</b>
Approved "B" Certified Forwards	<b>(\$140,110.76)</b>	(H)		<b>(\$140,110.76)</b>
Approved "FCO" Certified Forwards	<b>\$0.00</b>	(H)		<b>\$0.00</b>
LESS: Other Accounts Payable (Nonoperating)	<b>(\$11,219.35)</b>	(I)		<b>(\$11,219.35)</b>
LESS: _____	<b>\$0.00</b>	(J)		<b>\$0.00</b>
<b>Unreserved Fund Balance, 07/01/12</b>	<b>\$1,759,826.28</b>	(K)	<b>\$0.00</b>	<b>\$1,759,826.28</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>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)
--	---------------------	-----

**Subtract Nonspendable Fund Balance (GLC 56XXX)**

0.00	(B)
------	-----

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

SWFS Adjustment # and Description	0.00	(C)
-----------------------------------	------	-----

SWFS Adjustment # and Description	0.00	(C)
-----------------------------------	------	-----

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(235,240.83)	(D)
---	--------------	-----

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

A/P not C/F-Operating Categories	(4,122.65)	(D)
----------------------------------	------------	-----

Current Compensated Absences Liability	18,823.79	(D)
--	-----------	-----

Closed Operating Payables	1,141.58	(D)
---------------------------	----------	-----

Closed Non-Operating Payable	0.00	(D)
------------------------------	------	-----

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>3,104,838.28</b>	(E)
--	---------------------	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>3,104,838.28</b>	(F)
--	---------------------	-----

<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
--------------------	-------------	------

**\*SHOULD EQUAL ZERO.**

**DIVISION OF ADMINISTRATIVE HEARINGS**

**WORKERS' COMPENSATION APPEALS  
PROGRAM**

**EXHIBITS OR SCHEDULES**

**DIVISION OF ADMINISTRATIVE HEARINGS**

**WORKERS' COMPENSATION APPEALS  
PROGRAM**

**SCHEDULE I SERIES**

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013 - 2014

<b>Department Title:</b>	DMS/Division of Administrative Hearings
<b>Trust Fund Title:</b>	Operating Trust Fund
<b>Budget Entity:</b>	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>	\$28,782.02	(A)			\$28,782.02
ADD: Other Cash (See Instructions)	\$0.00	(B)			\$0.00
ADD: Investments	\$1,446,007.50	(C)			\$1,446,007.50
ADD: Outstanding Accounts Receivable	\$8,424.17	(D)	\$0.00		\$8,424.17
ADD:	\$0.00	(E)			\$0.00
<b>Total Cash plus Accounts Receivable</b>	\$1,483,213.69	(F)	\$0.00		\$1,483,213.69
LESS Allowances for Uncollectibles	\$0.00	(G)			\$0.00
LESS Approved "A" Certified Forwards	(\$43,071.62)	(H)			(\$43,071.62)
Approved "B" Certified Forwards	(\$95,130.07)	(H)			(\$95,130.07)
Approved "FCO" Certified Forwards	\$0.00	(H)			\$0.00
LESS: Other Accounts Payable (Nonoperating)	\$0.00	(I)			\$0.00
LESS: _____	\$0.00	(J)			\$0.00
<b>Unreserved Fund Balance, 07/01/12</b>	\$1,345,012.00	(K)	\$0.00		\$1,345,012.00

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)
--	---------------------	-----

**Subtract Nonspendable Fund Balance (GLC 56XXX)**

0.00	(B)
------	-----

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

SWFS Adjustment # and Description	0.00	(C)
-----------------------------------	------	-----

SWFS Adjustment # and Description	0.00	(C)
-----------------------------------	------	-----

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(235,240.83)	(D)
---	--------------	-----

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

A/P not C/F-Operating Categories	(4,122.65)	(D)
----------------------------------	------------	-----

Current Compensated Absences Liability	18,823.79	(D)
--	-----------	-----

Closed Operating Payables	1,141.58	(D)
---------------------------	----------	-----

Closed Non-Operating Payable	0.00	(D)
------------------------------	------	-----

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>3,104,838.28</b>	(E)
--	---------------------	-----

<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)</b>	<b>3,104,838.28</b>	(F)
--	---------------------	-----

<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
--------------------	-------------	------

**\*SHOULD EQUAL ZERO.**

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

**Budget Period: 2013-2014**

**Department:** DMS/Division of Administrative Hearings

**Chief Internal Auditor:** Carr Riggs & Ingram , LLC

**Budget Entity:** Adjudication of Disputes

**Phone Number:** 850-488-9675, X112

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
NA	12/31/2011	Payroll	The Department of Financial Services completed this audit in September 2012. There were no audit findings or recommendations requiring corrective actions.	None required.	N/A

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

**Budget Period: 2013-2014**

**Department:** DMS/Division of Administrative Hearings

**Chief Internal Auditor:** Carr Riggs & Ingram , LLC

**Budget Entity:** Workers' Compensation Appeals

**Phone Number:** 850-488-9675, X112

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
NA	12/31/2011	Payroll	The Department of Financial Services completed this audit in September 2012. There were no audit findings or recommendations requiring corrective actions.	None required.	N/A

## Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Division of Administrative Hearings

Agency Budget Officer/OPB Analyst Name: Cindy Wingler, Budget Officer; Kate Bellflower, OPB

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

	Program or Service (Budget Entity Codes)			
Action	729701	729702		

### 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>	Y	Y			
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>	Y	Y			

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y			
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y	Y			
<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?	Y	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y			

### 3. EXHIBIT B (EXBR, EXB)

3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	NA	NA			
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.	NA	NA			

### AUDITS:

3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y			
--	---	---	--	--	--



		Program or Service (Budget Entity Codes)				
Action		729701	729702			
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>	Y	Y			
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?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
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.)	Y	Y			
<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>	Y	Y			
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>	Y	Y			
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>	Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.					

		Program or Service (Budget Entity Codes)				
Action		729701	729702			
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?	Y	Y			
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.)	Y	Y			
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.)	Y	Y			
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?	NA	NA			
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?	NA	NA			
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.)	NA	NA			
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.	NA	NA			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	NA	NA			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	NA	NA			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y			
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?	Y	Y			
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>	NA	NA			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	NA	NA			

Action		Program or Service (Budget Entity Codes)				
		729701	729702			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	NA	NA			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
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.)	NA	NA			
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)?	NA	NA			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	NA	NA			
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?	NA	NA			
<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>	Y	Y			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	NA	NA			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	NA	NA			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	NA	NA			
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>	NA	NA			
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.					

Action		Program or Service (Budget Entity Codes)				
		729701	729702			
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?	Y	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	NA	NA			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y			
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?	NA	NA			
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?	NA	NA			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y			
8.10	Are the statutory authority references correct?	Y	Y			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	NA	NA			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	NA	NA			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	NA	NA			

Action		Program or Service (Budget Entity Codes)				
		729701	729702			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	NA	NA			
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?	Y	Y			
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?	Y	Y			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	NA			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y			
8.25	Are current year September operating reversions appropriately shown in column A02?	Y	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y			
<b>AUDITS:</b>						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report!"</b> )	Y	Y			
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> )	Y	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					

		Program or Service (Budget Entity Codes)				
Action		729701	729702			
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.)	NA	NA			
<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.)	NA	NA			
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.	NA	NA			
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	NA	NA			
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?	NA	NA			
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>					
<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?	Y	Y			
<b>15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version 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.)	Y	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y			
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y			
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y			

		Program or Service (Budget Entity Codes)				
Action		729701	729702			
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> )	NA	NA			
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.)	Y	Y			
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> )	Y	Y			
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?	Y	Y			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y			
<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.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	NA	NA			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y			
17.5	Are the appropriate counties identified in the narrative?	NA	NA			
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?	NA	NA			
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.					
<b>18. FLORIDA FISCAL PORTAL</b>						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y			