



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KURT S. BROWNING
Secretary of State

LEGISLATIVE BUDGET REQUEST

Department of State
Tallahassee, FL

September 15, 2011

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

JoAnne Leznoff, Council 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 for the Department of State 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 2012-13 Fiscal Year. This submission has been approved by Kurt S. Browning, Secretary of State.

Sincerely,

A handwritten signature in black ink, appearing to read "Kurt S. Browning".

Kurt S. Browning
Secretary of State



R. A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250
Telephone: (850) 245-6500 • Facsimile: (850) 245-6125 www.dos.state.fl.us
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DEPARTMENT OF STATE

**DEPARTMENT LEVEL EXHIBITS
& SCHEDULES**

Non-Strategic IT Service:		Network Service			
Dept/Agency: DOS - Department of State		# of Assets & Resources Apportioned to this IT Service in FY 2012-13		Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)	
Prepared by: Larry Aultman (CIO) & Barbara Leonard (Budget Director)					
Phone: (850) 245-6116 & (850) 245-6201		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	
Service Provisioning -- Assets & Resources (Cost Elements)					
A. Personnel			0.50		\$38,522
A-1.1	State FTE	1	0.50		\$38,522
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$3,380
B-1	Servers	2	4	4	\$0
B-2	Server Maintenance & Support	3	4	4	\$3,380
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	4	94	94	\$0
B-4	Online Storage for file and print (indicate GB of storage)	5	0		\$0
B-5	Archive Storage for file and print (indicate GB of storage)	5	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software		6			\$94,460
D. External Service Provider(s)					\$66,572
D-1	MyFloridaNet	6			\$66,572
D-2	Other (Please specify in Footnote Section below)				\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$202,934
G. Please identify the number of users of the Network Service					480
H. How many locations currently host IT assets and resources used to provide LAN services?					10
I. How many locations currently use WAN services?					10
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	POS# 992 50%				
2	DNS servers(Florida1), network administration servers(3 - DOSwNetAdmin3, CCFSDNA, DOSsMonitor2)				
3	HP server maintenance(4 servers) - \$3,380.40				
4	Routers, switches, Wireless routers				
5	Storage is on NSRC equipment as part of contract				
6	Red Hat Linux (5) - \$3172.39 - A30882, Groundwork Monitor - \$7760.00 - A42F26, Cisco Maint. \$83,047.33 - A4405B, MS Premier Support (4 servers @ 54.37/unit) = \$217.48 - A2DEA5(MS Premier Support was derived by dividing the total MS Premiere cost (\$60,030)by total units supported(1104), MS Enterprise Agreement (4 servers @ 65.58/unit) = \$262.32 -A44101 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost(\$72,405) by total units supported(1104) ,SunCom MAN charges for the CCF - \$66,571.52				
7	(H) 10 locations: NWD_DOS, Gray, Clifton, Records, Mission San Luis, Knott House, Martin House, Grove, Brokaw-MacDougal House, Capital (Legislative Library)				
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Non-Strategic IT Service:

E-Mail, Messaging, and Calendaring Service

Agency: **DOS - Department of State**
 Prepared by: **Larry Aultman (CIO) & Barbara Leonard (Budget Director)**
 Phone: **(850) 245-6116 & (850) 245-6201**

of Assets & Resources Apportioned to this IT Service in FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$14,536
A-1	State FTE	1	0.25		\$14,536
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$75,095
B-1	Servers	2	4	4	\$12,223
B-2	Server Maintenance & Support	2	4	4	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, et	5	155	155	\$62,872
B-4	Online Storage (indicate GB of storage)	3	0		\$0
B-5	Archive Storage (indicate GB of storage)	3	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. Software					\$480
D. External Service Provider(s)					\$1,016
D-1	Southwood Shared Resource Center				\$0
D-2	Northwood Shared Resource Center	2			\$1,016
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$91,127
G. Please provide the number of user mailboxes.					480
H. Please provide the number of resource mailboxes.					100
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	POS#444 25%				
2	Though servers are provided by the NSRC we utilize 4 for email. (DossMail03, Dossmail01, DOS3WOWA1, BBserver)Lease of servers from NSRC monthly (4x254.6399)x12= \$12,222.60				
3	Storage is on NSRC equipment as part of contract				
4	MS Premier Support (4 servers @ 54.37/unit) = \$217.48 - A2DEA5(MS Premier Support was derived by dividing the total MS Premiere cost (\$60,030)by total units supported(1104), MS Enterprise Agreement (4 servers @ 65.58/unit) = \$262.32 -A44101 (MS Enterprise Agreement was derived by dividing				
5	Aircards (64@\$39.99 x 12) \$30,712.32, Blackberries (54@\$2500.00 x 12) \$30,000.00, Cell Phones (37@\$180.00 x 12) \$2160.00				
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Non-Strategic IT Service: **Desktop Computing Service**

Agency: **DOS - Department of State** # of Assets & Resources
 Prepared by: **Larry Aultman (CIO) & Barbara Leonard (Budget Director)** AppORTioned to this IT Service in
 Phone: **(850) 245-6116 & (850) 245-6201** FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$210,486
A-1	State FTE	1	5.00		\$210,486
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$26,111
B-1	Servers	2	2	2	\$6,111
B-2	Server Maintenance & Support	3	0	0	\$0
B-3.1	Desktop Computers	4	526	20	\$20,000
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		125	0	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	5	400	0	\$0
C. Software					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$236,597
G. Please identify the number of users of this service.					480
H. How many locations currently use this service?					10

I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	Pos#678 100%, Pos# 322 100%, Pos# 281 50%, Pos# 444 50%, Pos# 762 100%
2	Sophos support server CCFsNetSec02(1) , WSUS and Spy Sweeper support server CCFWSUS(1), Lease of servers from NSRC monthly (2x254.6399)x12= \$6,111.358
3	Though servers are provided by the NSRC we utilize 2. See footnote #2
4	Department plan 20 desktop replacements for 12/13 at a cost of \$1000 each.
5	System Mgt Workstation, Printers, Scanners, etc.
6	MS Premier Support (4 servers @ 54.37/unit) = \$217.48 - A2DEA5(MS Premier Support was derived by dividing the total MS Premiere cost (\$60,030)by total units supported(1104), MS Enterprise Agreement (4 servers @ 65.58/unit) = \$262.32 -A44101 (MS Enterprise
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Non-Strategic IT Service:

Helpdesk Service

Agency: **DOS - Department of State**
 Prepared by: **Larry Aultman (CIO) & Barbara Leonard (Budget Director)**
 Phone: **(850) 245-6116 & (850) 245-6201**

of Assets & Resources Apportioned to this IT Service in FY 2012-13

		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
Service Provisioning -- Assets & Resources (Cost Elements)					
A. Personnel			0.00		\$0
A-1	State FTE	1	0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			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
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$0
G. Please identify the number of users of this service.					0
H. How many locations currently host IT assets and resources used to provide this service?					0
I. What is the average monthly volume of calls/cases/tickets?					0
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	The Department provides no Help Desk service				
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Non-Strategic IT Service:

IT Security/Risk Mitigation Service

Agency: **DOS - Department of State**
 Prepared by: **Larry Aultman (CIO) & Barbara Leonard (Budget Director)**
 Phone: **(850) 245-6116 & (850) 245-6201**

of Assets & Resources
 Apportioned to this IT Service in
 FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			1.25		\$86,717
A-1	State FTE	1	1.25		\$86,717
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			10	0	\$18,659
B-1	Servers	2, 4	9	0	\$15,278
B-2	Server Maintenance & Support	3	1	0	\$3,380
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		5			\$0
D. External Service Provider(s)		6	0	0	\$7,916
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$113,292

G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	POS# 992 50%, POS#058 25%, POS#517 50%
2	Backup Servers(3) - DOSBACKUP DLISBACKUP DOEBACKUP, Domain controllers(7) - DOSDC01 DOSDC02 DOSDC03 DOSDC04 DOSDC06 DOSDC07 DOSDC08
3	HP server maintenance(4 servers) - \$3,380.40. All others covered by NSRC
4	Lease from NSRC costs for 5 servers - (5x254.6399)x12=\$15,278.39
5	Sophos anti-virus - \$11,931 A43A84, MS Premier Support (4 servers @ 54.37/unit) = \$217.48 - A2DEA5(MS Premier Support was derived by dividing the total MS Premiere cost (\$60,030)by total units supported(1104), MS Enterprise Agreement (4 servers @ 65.58/unit) = \$262.32 - A44101 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost(\$72,405) by total units supported(1104)
6	Sonitrol monitoring for Northwood Center (Allocate 75% of total cost of \$10,555 = \$7,916 - other 25% allocated to Historical and warehouse space)
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Non-Strategic IT Service: **Agency Financial and Administrative Systems Support Service**

Agency: **DOS - Department of State**
 Prepared by: **Larry Aultman (CIO) & Barbara Leonard (Budget Director)**
 Phone: **(850) 245-6116 & (850) 245-6201**

of Assets & Resources
 Apportioned to this IT Service in
 FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$67,533
A-1	State FTE	1	1.00		\$67,533
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$3,056
B-1	Servers	2	1	1	\$3,056
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$70,589
G. Please identify the number of users of this service.					480
H. How many locations currently host agency financial/administrative systems?					1

I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	Pos #854 50%, Pos # 281 50%
2	DOS AdminSrvr(1) (1 x 254.6399 x 12) \$3,055.67
3	Though servers are provided by the NSRC we utilize 1. See footnote #2
4	CorrFlow - \$1368.00 - A46FC4, MS Premier Support (4 servers @ 54.37/unit) = \$217.48 - A2DEA5(MS Premier Support was derived by dividing the total MS Premiere cost (\$60,030)by total units supported(1104), MS Enterprise Agreement (4 servers @ 65.58/unit) = \$262.32 -A44101 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost(\$72,405) by total units supported(1104).
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Non-Strategic IT Service:

IT Administration and Management Service

Agency: **DOS - Department of State**
 Prepared by: **Larry Aultman (CIO) & Barbara Leonard (Budget Director)**
 Phone: **(850) 245-6116 & (850) 245-6201**

of Assets & Resources
 Apportioned to
 this IT Service in
 FY 2012-13 C

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			4.50		\$345,426
A-1	State FTE	1	4.50		\$345,426
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			4	0	\$9,167
B-1	Servers	2, 3	3	0	\$9,167
B-2	Server Maintenance & Support	3	1	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		4			\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$354,593
G. How many locations currently host assets and resources used to provide this service					1
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Pos #750 100%, Pos #854 50%, Pos # 892 100%, Pos #011 100%, Pos #038 100%				
2	Hp servers(3) - SQL server for HEAT(DOSsProdHEAT), File server for software(Dossmain) and documentation(CCFs1DOC)HP server maintenance(3 servers) - (3) x 254.63999 x 12 = \$9,166.92				
3	Though servers are provided by the NSRC we utilize 3. See footnote #2				
4	MS Premier Support (4 servers @ 54.37/unit) = \$217.48 - A2DEA5(MS Premier Support was derived by dividing the total MS Premiere cost (\$60,030)by total units supported(1104), MS Enterprise Agreement (4 servers @ 65.58/unit) = \$262.32 -A44101 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost(\$72,405) by total units supported(1104).				
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Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: DOS - Department of State		# of Assets & Resources			
Prepared by: Larry Aultman (CIO) & Barbara Leonard (Budget Director)		AppORTioned to this IT Service in FY 2012-13			
Phone: (850) 245-6116 & (850) 245-6201					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel			13.00		\$776,828
A-1.1	State FTE	1	12.00		\$741,468
A-2.1	OPS FTE	6	1.00		\$35,360
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$67,225
B-1	Servers	2, 3	22	0	\$67,225
B-2	Server Maintenance & Support	3	0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)	4	0	0	\$0
C. Software		5			\$2,525
D. External Service Provider(s)		3	0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$846,577
G. Please identify the number of Internet users of this service.					160,000,000
H. Please identify the number of intranet users of this service.					480
I. How many locations currently host IT assets and resources used to provide this service?					1
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Pos #027 25%, Pos #252 100%, Pos #237 100%, Pos #200 100%, Pos #534 100%, Pos #604 100%, Pos #708 100%, Pos #1014 100%, Pos #050 100%, Pos #089 100%, Pos #1010 100%, Pos #995 100%				
2	Hp servers(3) - SQL server for HEAT(DOSsProdHEAT), File server for software(Dossmain) and documentation(CCFfs1DOC)HP server maintenance(3 servers) - (22) x 254.63999 x 12 = \$67,224.84				
3	Though servers are provided by the NSRC we utilize 22. See footnote #2				
4	Items in this question are included in Network tab.				
5	Coldfusion \$1591.98 - A1CD7E, dtSearch \$933.23 - A1CD97				
6	Pos #45945087 100%				
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Non-Strategic IT Service:		Data Center Service		# of Assets & Resources	
Dept/Agency: DOS - Department of State				AppORTioned to this IT Service in FY 2012-13	
Prepared by: Larry Aultman (CIO) & Barbara Leonard (Budget Director)					
Phone: (850) 245-6116 & (850) 245-6201					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)			0.25		\$0
A-1.1	State FTE	1	0.25		\$0
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)	3	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)	2	0		\$0
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software					\$0
D. External Service Provider(s)					\$1,003,203
D-1	Southwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-2	Northwood Shared Resource Center (indicate # of Board votes)		1		\$1,003,203
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
E. Plant & Facility					\$0
E-1	Data Center/Computing Facilities Rent & Insurance				\$0
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
F. Other (Please describe in Footnotes Section below)					\$0
G. Total for IT Service					\$1,003,203
H. Please provide the number of agency data centers.					0
I. Please provide the number of agency computing facilities.					0
J. Please provide the number of single-server installations.					6
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Trustee Pos #027 25%				
2	Storage is on NSRC equipment as part of contract				
3	Domain controllers see "Risk" tab.				
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Agency: DOS – Department of State

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
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Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service		100.0004%	100.0003%	100.0000%	#DIV/0!	100.0002%	99.9998%	99.9999%	100.0000%	100.0000%
				Costs within BE	Funding Identified for IT Service									
				\$0		\$91,127	\$202,935	\$236,597	\$0	\$113,292	\$70,589	\$354,593	\$846,577	\$1,003,203
1				\$0										
2				\$0										
3				\$0										
4	Executive Direction and Supp	45010200	1602000000	Executive Leadership and Support S	\$98,944			\$39,598				\$59,346		
5				\$0										
6				\$0										
7	Elections	45100200	1601000000	Governmental Operations	\$71,734			\$28,708				\$43,026		
8				\$0										
9				\$0										
10	Historical Resources	45200700	1103000000	Cultural Opportunities	\$115,022			\$46,032				\$68,990		
11				\$0										
12				\$0										
13	Commercial Recordings and	45300100	1205000000	Consumer Safety/Protection	\$2,469,955	\$91,127	\$202,935	\$56,922		\$113,292	\$70,589	\$85,310	\$846,577	\$1,003,203
14				\$0										
15				\$0										
16	Library, Archives, and Inform	45400100	3090000000	Educational Support	\$108,838			\$43,558				\$65,281		
17				\$0										
18				\$0										
19	Cultural Affairs(Executive Dir	45500300	1103000000	Cultural Opportunities	\$54,419			\$21,779				\$32,640		
20				\$0										
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Sum of IT Cost Elements Across IT Services

IT Cost Element Data as entered on IT Service Worksheets	Personnel	State FTE (#)	24.75	0.25	0.50	5.00	0.00	1.25	1.00	4.50	12.00	0.25		
		State FTE (Costs)	\$1,504,688	\$14,536	\$38,522	\$210,486	\$0	\$86,717	\$67,533	\$345,426	\$741,468	\$0		
	Personnel	OPS FTE (#)	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	
		OPS FTE (Cost)	\$35,360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,360	\$0	
	Personnel	Vendor/Staff Augmentation (# Positions)	0.00	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	\$0	
	Hardware		\$202,693	\$75,095	\$3,380	\$26,111	\$0	\$18,659	\$3,056	\$9,167	\$67,225	\$0		
		Software	\$97,465	\$480	\$94,460	\$0	\$0	\$0	\$0	\$0	\$2,525	\$0		
	External Services		\$1,078,707	\$1,016	\$66,572	\$0	\$0	\$7,916	\$0	\$0	\$0	\$1,003,203		
	Plant & Facility (Data Center Only)		\$0									\$0		
	Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
		Budget Total	\$2,918,913	\$91,127	\$202,934	\$236,597	\$0	\$113,292	\$70,589	\$354,593	\$846,577	\$1,003,203		
		FTE Total	25.75	0.25	0.50	5.00	0.00	1.25	1.00	4.50	13.00	0.25		
		Users	580	480	480	0	480	160,000,480	\$0.01					
	Cost Per User	157.1149181	\$422.78	\$492.91	#DIV/0!	\$147.06								

(cost/all mailboxes)

Help Desk Tickets: 0

Cost/Ticket: #DIV/0!

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.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Angelfish Swim School, et al. v. Dawn K. Roberts		
Court with Jurisdiction:	Third District Court of Appeal		
Case Number:	3D10-1611		
Summary of the Complaint:	Class action for declaratory judgment requesting court to declare that § 607.193, Florida Statutes (late penalties for corporation filing) imposes an unconstitutionally excessive fine and that § 607.0122, Florida Statutes (allowing for penalties for reinstating corporations after dissolution) is either unconstitutionally vague or imposes an unconstitutionally excessive fine; and seeking costs and attorneys’ fees.		
Amount of the Claim:	The total exposure based upon the definition of the certified class is approximately \$150 million plus prejudgment interest. We expect this amount to be reduced on statute of limitations grounds.		
Specific Statutes or Laws (including GAA) Challenged:	Sections 607.193, 607.0122, Florida Statutes		
Status of the Case:	On April 6, 2011, the Third District reversed and vacated the trial court’s order granting class certification and remanded with instructions to dismiss the class action. Plaintiffs have moved for rehearing, rehearing en banc, or clarification. The Third District has not ruled on these motions.		
		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
	X	Outside Contract Counsel	
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).	Andres T. Traylor, P.A. (Miami) Wexler Wallace, LLP (Chicago) Jorge A. Duarte, P.A. (Miami)		

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.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	W. Lowell Bray, Jr., et al. v. Kurt S. Browning, as Secretary of State of Florida; and Jeff Atwater, as Chief Financial Officer of the State of Florida		
Court with Jurisdiction:	Circuit Court for the Second Judicial Circuit		
Case Number:	2011-CA-00071		
Summary of the Complaint:	Complaint for declaratory relief seeking judicial determination that candidate qualifying fees provided in Section 105.031, Florida Statutes, are unconstitutional as applied to unopposed incumbent circuit judges, either under an equal protection theory or under the theory that the fees amount to a prohibited tax on income, and seeking costs and a refund of qualifying fees paid by the plaintiffs.		
Amount of the Claim:	\$ 29,016 in qualifying fees, plus costs.		
Specific Statutes or Laws (including GAA) Challenged:	§ 105.031, Florida Statutes		
Status of the Case:	Defendants have moved to dismiss the Amended Complaint. CFO Atwater was dismissed from the case without objection on July 8, 2011. On August 18, 2011, the trial court heard argument on Secretary Browning's Motion to Dismiss. All parties are awaiting the court's ruling.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

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.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Mario Diaz-Balart, Corrine Brown, and Florida House of Representatives v. Kurt S. Browning, in his official capacity as Secretary of State of Florida, and Florida State Conference of NAACP Branches et al.</i>		
Court with Jurisdiction:	United States District Court for the Southern District of Florida		
Case Number:	10-CV-23968		
Summary of the Complaint:	Complaint seeks declaratory judgment that the congressional redistricting standards created by 2010 Amendment 6 are unconstitutional under the Elections Clause of the federal Constitution.		
Amount of the Claim:	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	Article III, Section 20 of the Florida Constitution		
Status of the Case:	On September 9, 2011, the federal district court granted summary judgment to the Defendants. The congressional plaintiffs have stated that they plan to appeal the decision.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
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).			

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.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>State of Florida v. United States of America and Eric Holder, in his official capacity as Attorney General of the United States</i>		
Court with Jurisdiction:	United States District Court for the District of Columbia		
Case Number:	1:11-cv-01428		
Summary of the Complaint:	Complaint under Section 5 of the Voting Rights Act of 1965 seeking judicial preclearance of four amendments to the Florida Elections Code in Chapter 2011-40, Laws of Florida.		
Amount of the Claim:	\$ 0		
Specific Statutes or Laws (including GAA) Challenged:	§ 97.0575; § 100.371; § 101.045; § 101.657, Florida Statutes		
Status of the Case:	The Complaint was filed on August 1, 2011. Several motions to intervene as defendants have been filed by various interest groups. The defendants have not yet filed an Answer.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
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).			

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.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>National Organization for Marriage, Inc., v. Kurt S. Browning, in his official capacity as Florida Secretary of State, et al.</i>		
Court with Jurisdiction:	United States Court of Appeals for the Eleventh Circuit		
Case Number:	(not yet assigned)		
Summary of the Complaint:	Complaint seeking declaratory judgment that Florida’s statutes regulating electioneering communication organizations violate the First Amendment to the United States Constitution.		
Amount of the Claim:	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	§ 106.011(18)(a); § 106.011(19); § 106.03(1)(b), Florida Statutes		
Status of the Case:	On August 8, 2011, the United States District Court granted Defendants’ Motion for Summary Judgment. Plaintiffs filed a Notice of Appeal on September 2, 1011.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

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.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Merrill Shapiro, et al. v. Kurt S. Browning, in his official capacity as Florida Secretary of State; and State of Florida</i>		
Court with Jurisdiction:	Circuit Court for the Second Judicial Circuit		
Case Number:	2011-CA-1892		
Summary of the Complaint:	Complaint for declaratory relief seeking determination that the ballot summary of proposed Amendment 7 on the 2012 general election ballot (CS/HJR 1471) is misleading; seeking injunction removing Amendment 7 from the ballot; and seeking declaration that the Attorney General's statutory authority to rewrite a defective ballot summary (provided in § 101.161(3)(b)2, Florida Statutes (2011)) violates the Florida Constitution's separation of powers provision.		
Amount of the Claim:	The Complaint seeks an award of costs and attorney's fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	CS/HJR 1471; § 101.161(3)(b)2., Florida Statutes		
Status of the Case:	The State of Florida, by and through Attorney General Pam Bondi, has intervened as a defendant. Each defendant has filed an answer. The parties will be filing cross-motions for summary judgment no later than September 30. A summary judgment hearing has been set for October 27, 2011.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

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.

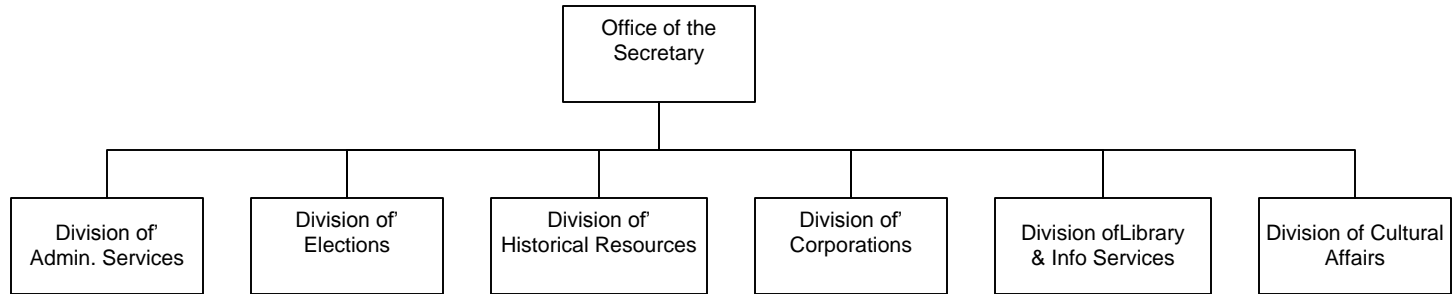
Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Kenneth Sullivan et al. v. Rick Scott, in his official capacity as Governor of the State of Florida; and Kurt Browning, in his official capacity as Florida Secretary of State</i>		
Court with Jurisdiction:	United States District Court, Southern District of Florida (three-judge court)		
Case Number:	11-cv-10047-KMM		
Summary of the Complaint:	Complaint under Section 5 of the Voting Rights Act of 1965 seeking declaratory and injunctive relief prohibiting Defendants from enforcing Chapter 2011-40, Laws of Florida (CS/CS HB 1355) absent preclearance, and seeking costs and attorney’s fees.		
Amount of the Claim:	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	Chapter 2011-40, Laws of Florida.		
Status of the Case:	Plaintiffs have moved for a preliminary injunction. Defendants have moved to dismiss the case. All parties have filed responses/replies to these motions and await the court’s rulings.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

Schedule VII: Agency Litigation Inventory

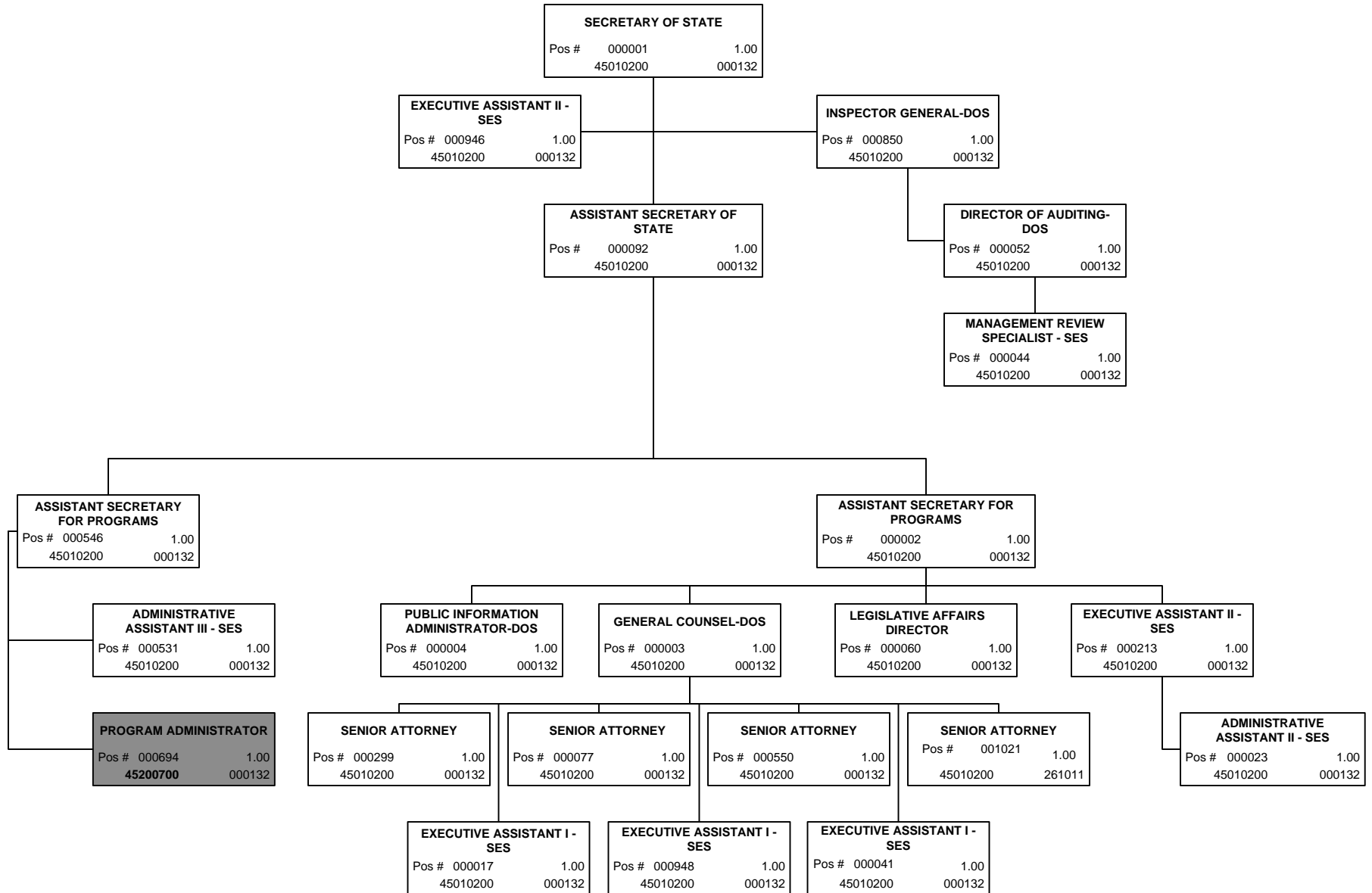
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of State		
Contact Person:	Daniel Nordby	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Andrew Worley et al, v. Kurt S. Browning, in his official capacity as Florida Secretary of State, et al.</i>		
Court with Jurisdiction:	United States District Court for the Northern District of Florida		
Case Number:	4-10-cv-00423		
Summary of the Complaint:	Complaint seeking declaratory judgment that Florida’s statutes regulating ballot-issue political committees violate the First Amendment to the United States Constitution.		
Amount of the Claim:	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	Various provisions of chapter 106, Florida Statutes, related to political committees, including § 106.03(1)(a); § 106.08(4) (8); § 106.09; § 106.071(2); § 106.265(1); § 106.071(4); § 106.07(4)(a)(1.); § 106.011(1)(b)(2.), Florida Statutes		
Status of the Case:	On July 27, 2011, the United States District Court heard argument on the parties’ cross-motions for summary judgment. All parties are awaiting the judge’s ruling.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
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).			

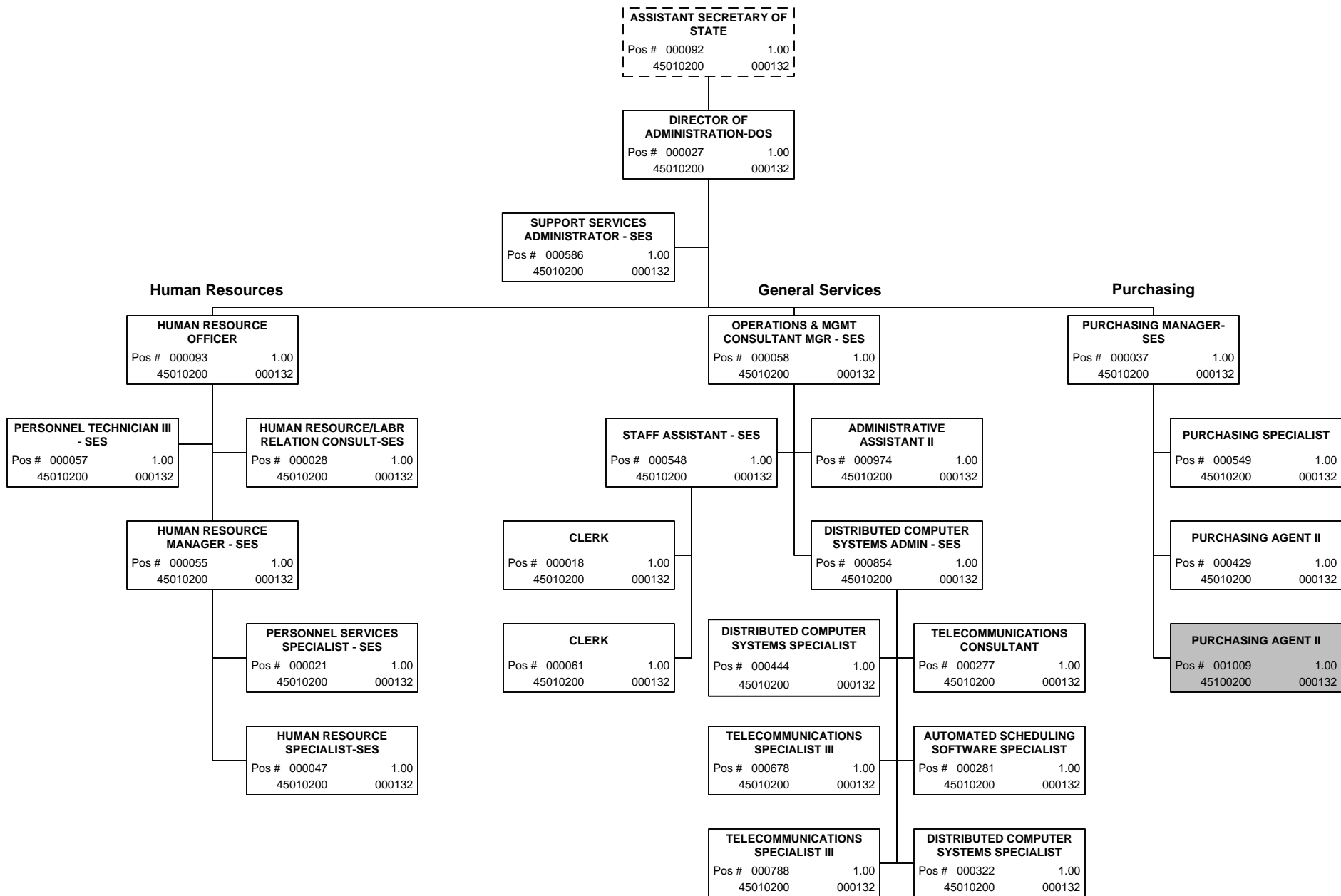
**Department of State
Organizational Units
(416.00 FTE)**



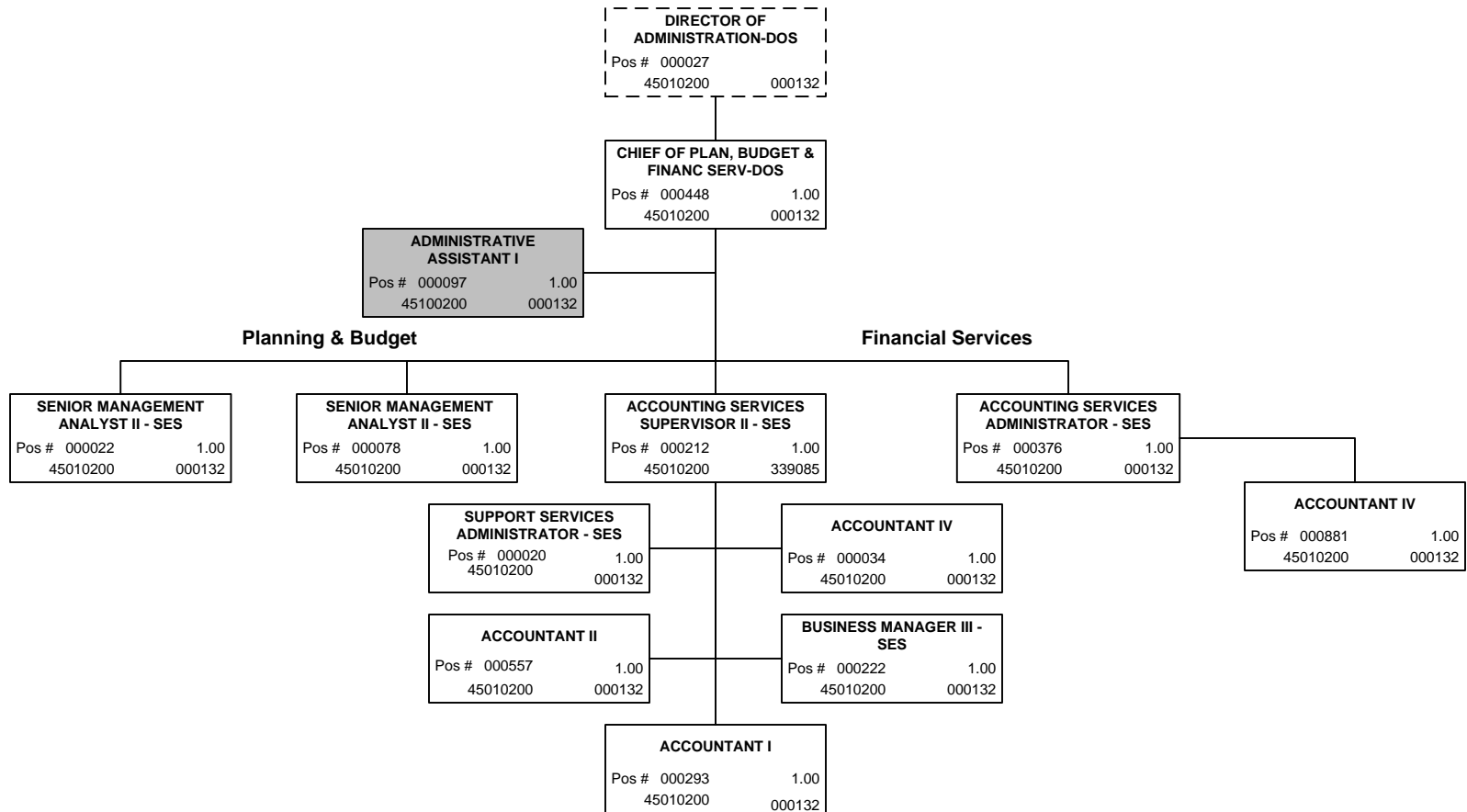
**Department of State
Office of the Secretary**



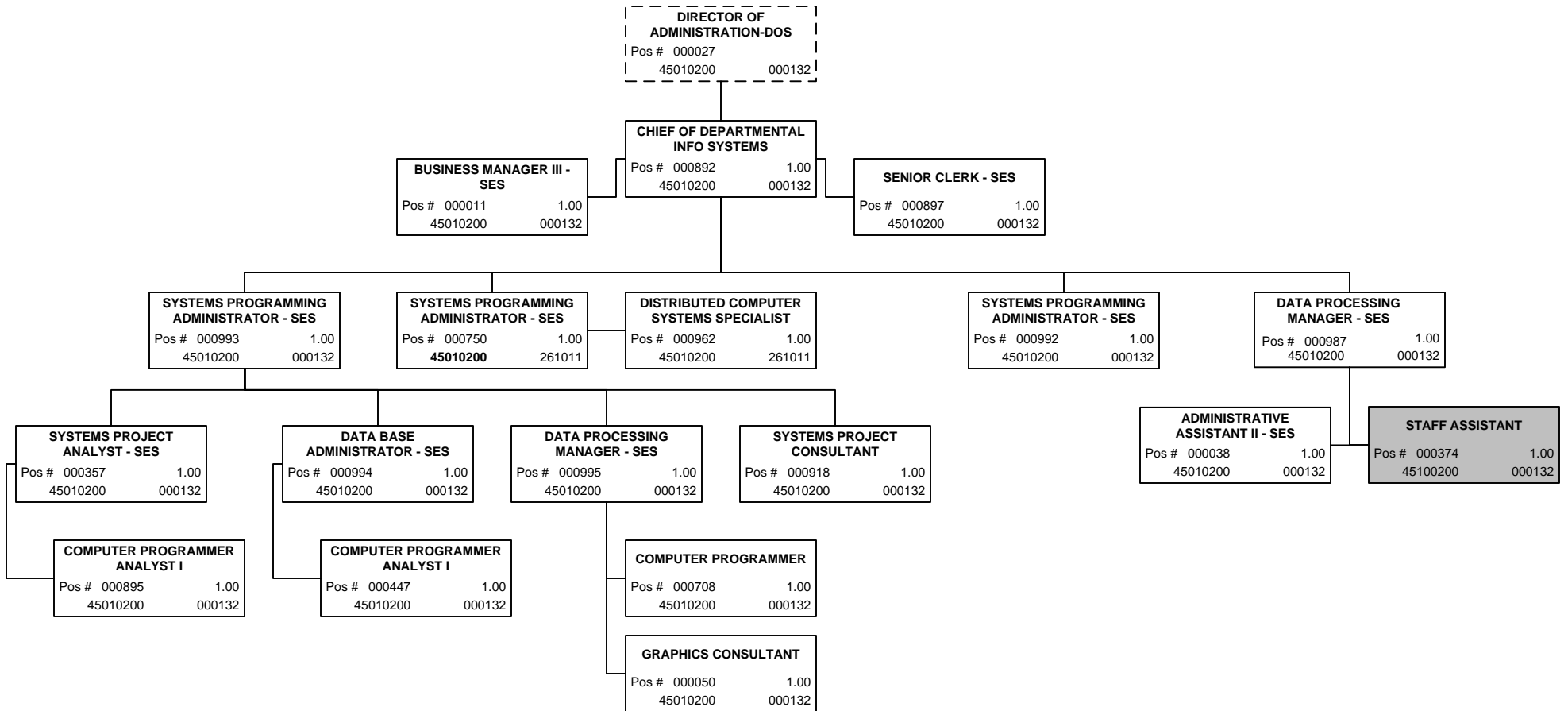
**Department of State
Division of Administrative Services
Office of Division Director**



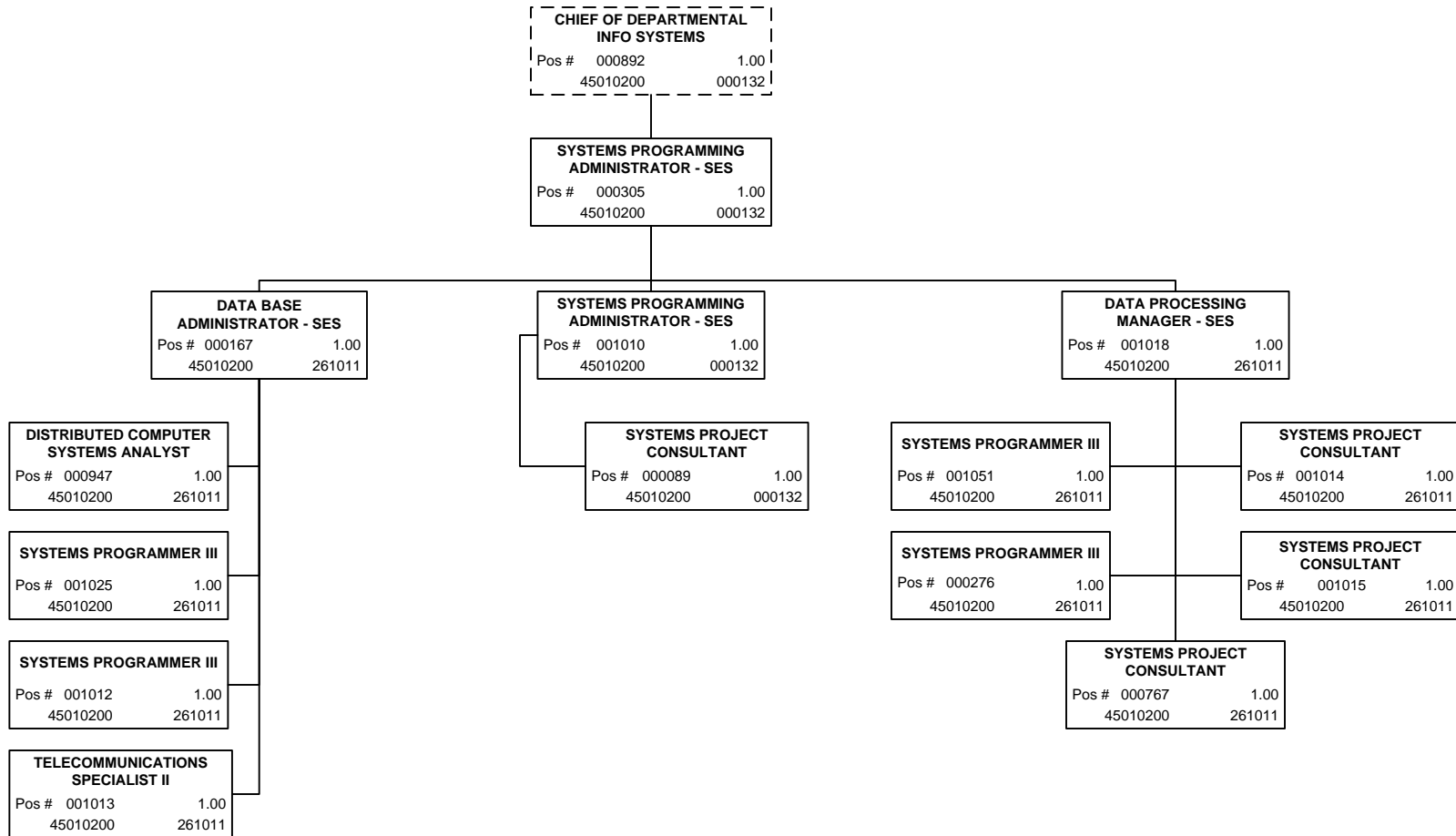
Department of State
Division of Administrative Services
Bureau of Planning, Budget & Financial Services



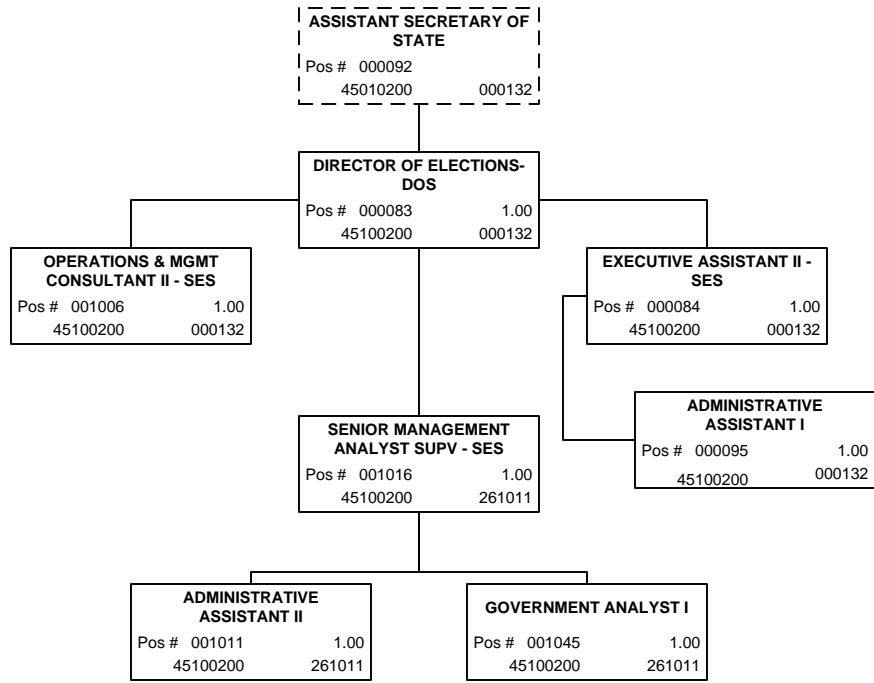
Department of State
Division of Administrative Services
Bureau of Departmental Information Systems (Page 1 of 2)



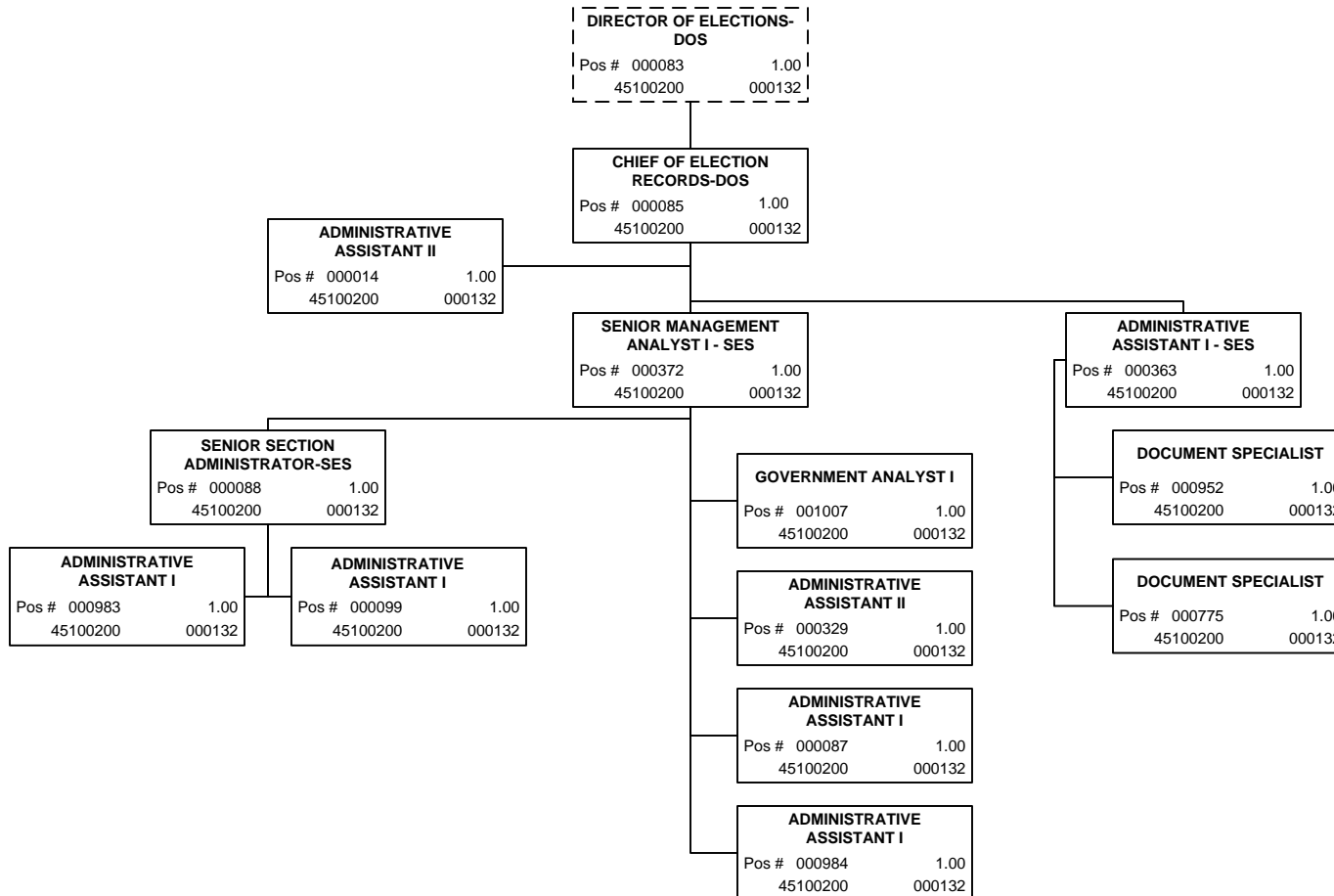
Department of State
Division of Administrative Services
Bureau of Departmental Information Systems (Page 2 of 2)



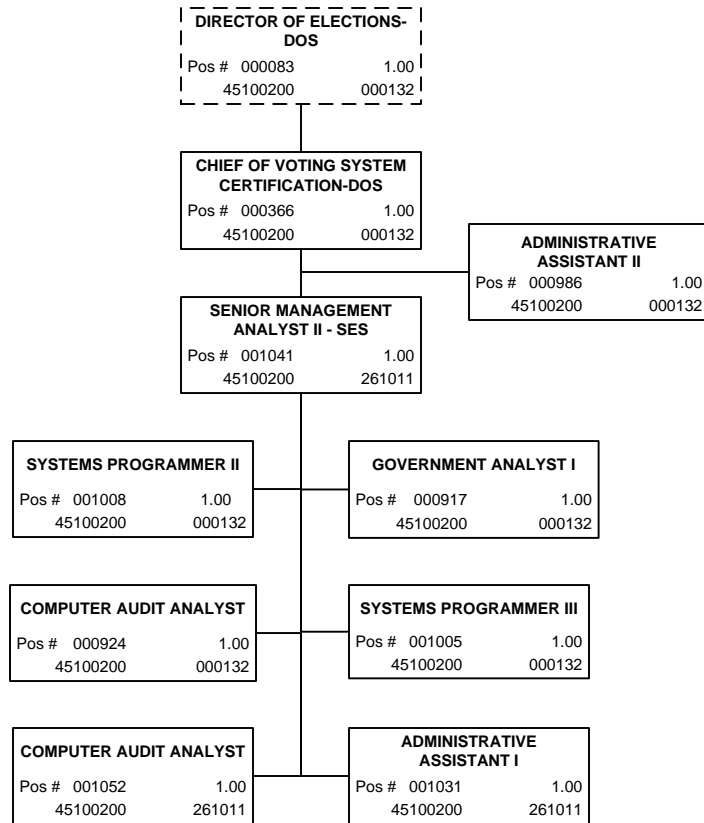
**Department of State
Division of Elections
Office of the Division Director**



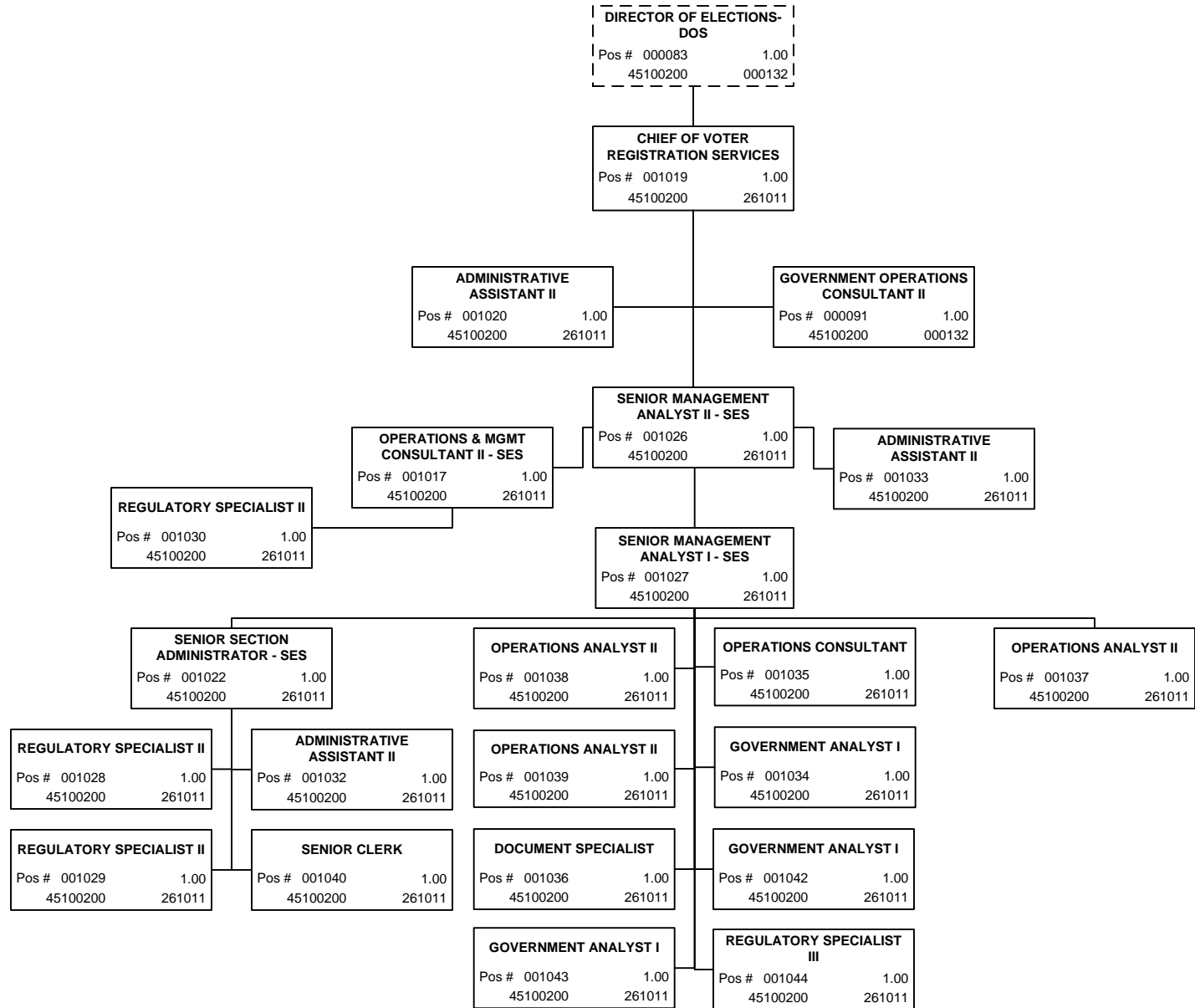
**Department of State
Division of Elections
Bureau of Election Records**



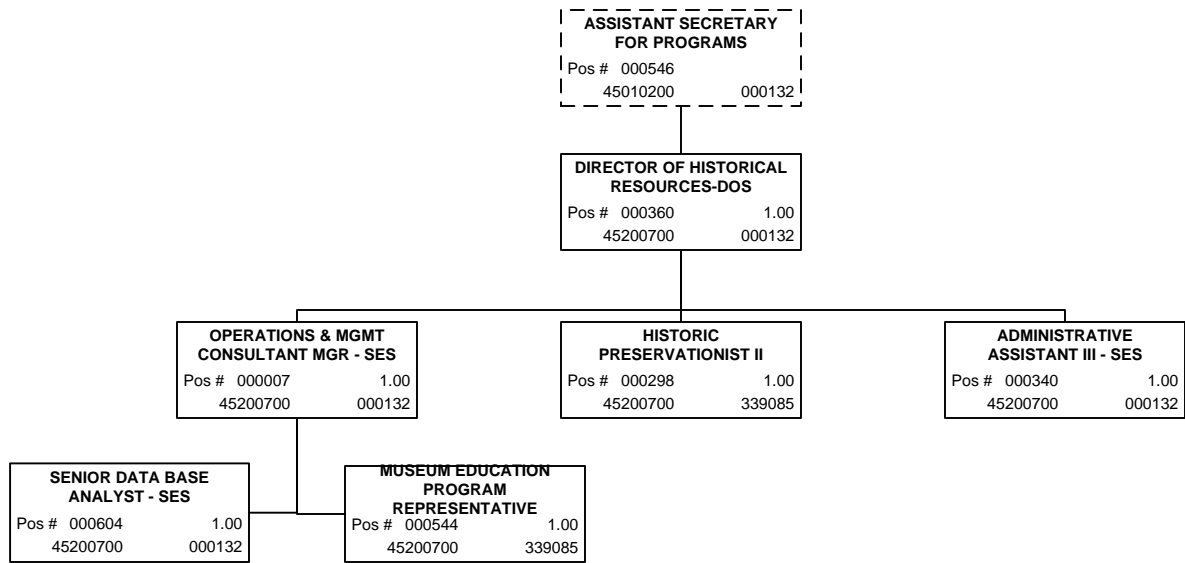
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Division of Elections
Bureau of Voting Systems Certification**



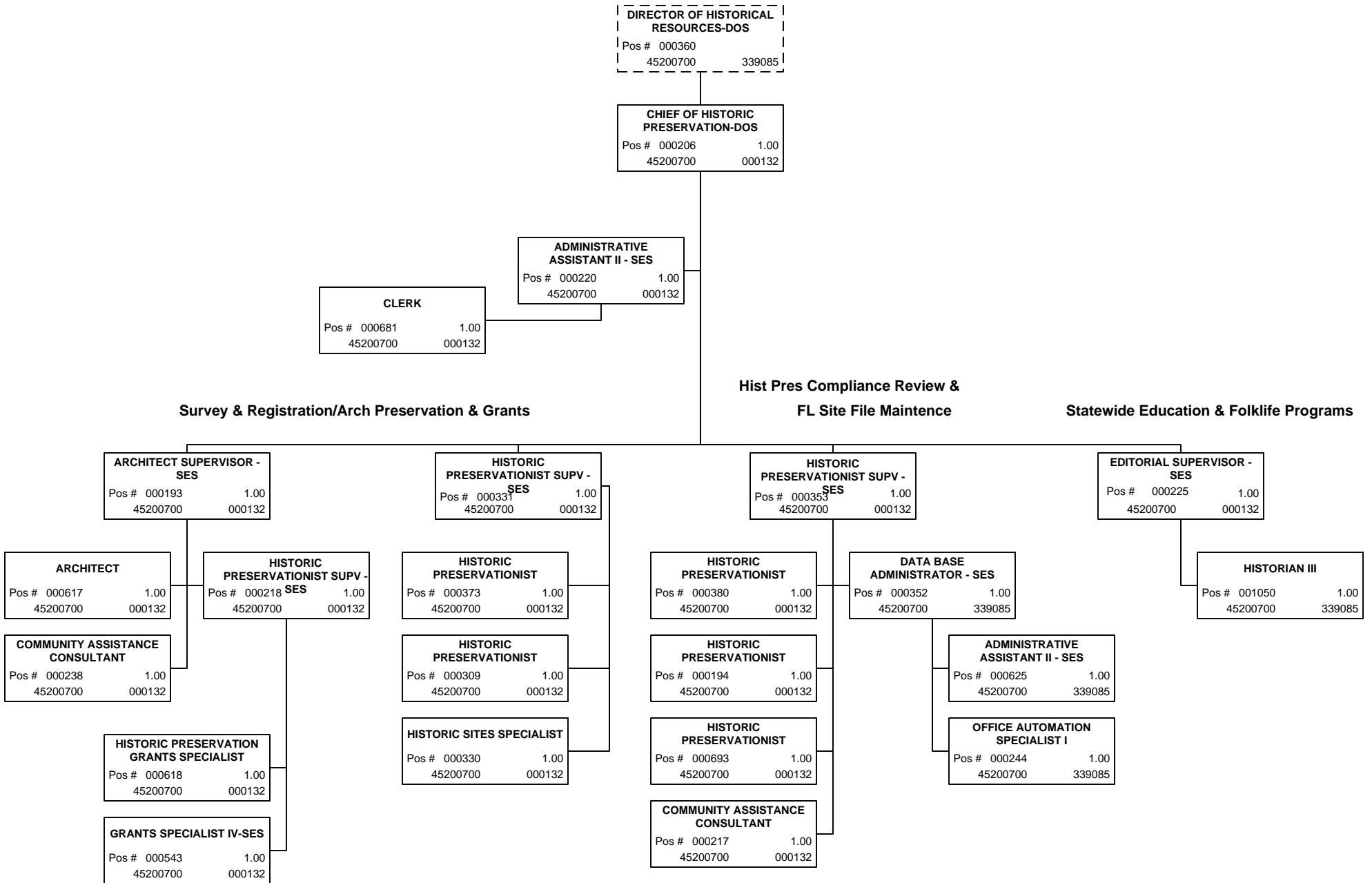
**Department of State
Division of Elections
Bureau of Voter Registration Services**



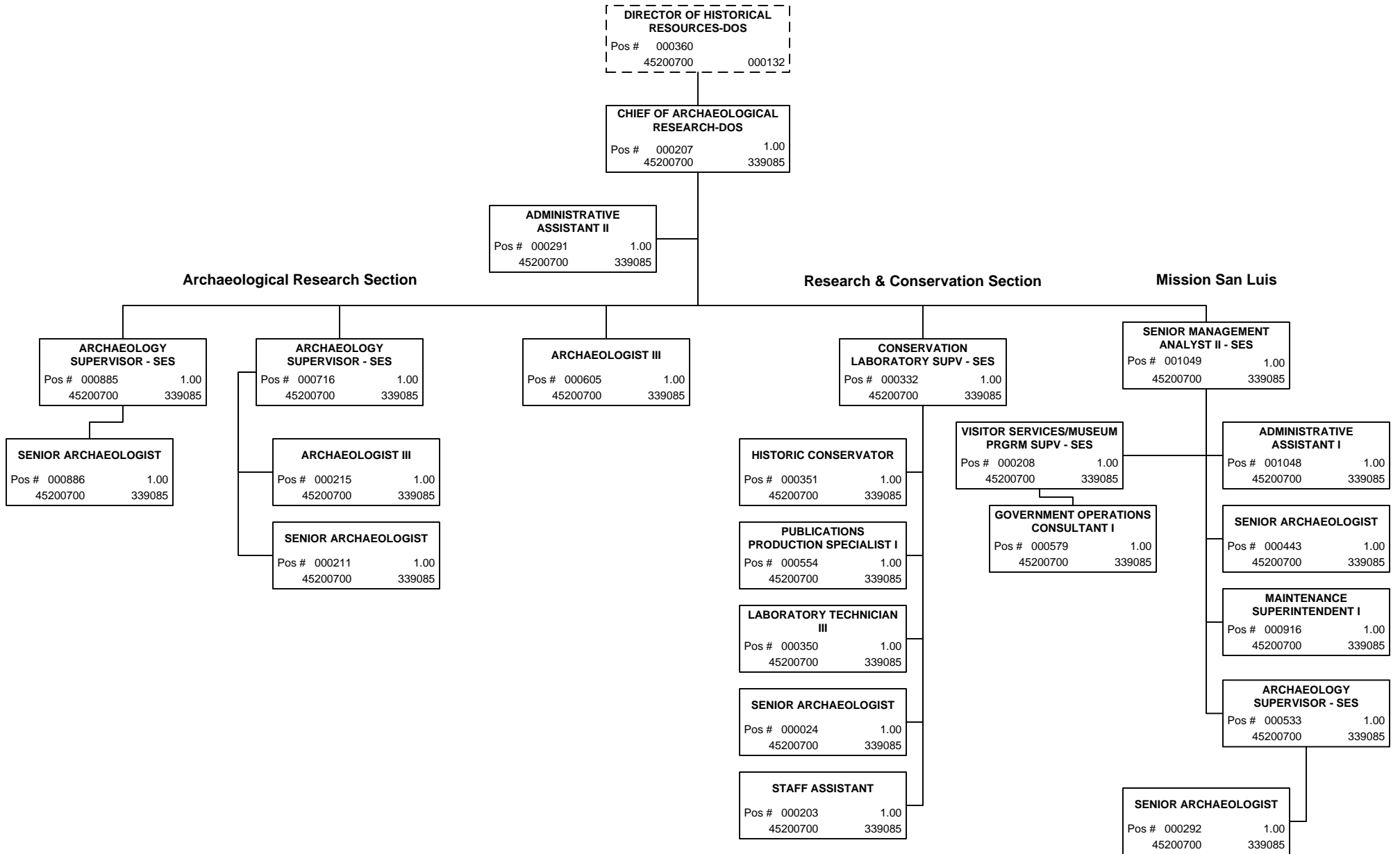
**Department of State
Division of Historical Resources
Office of Division Director**



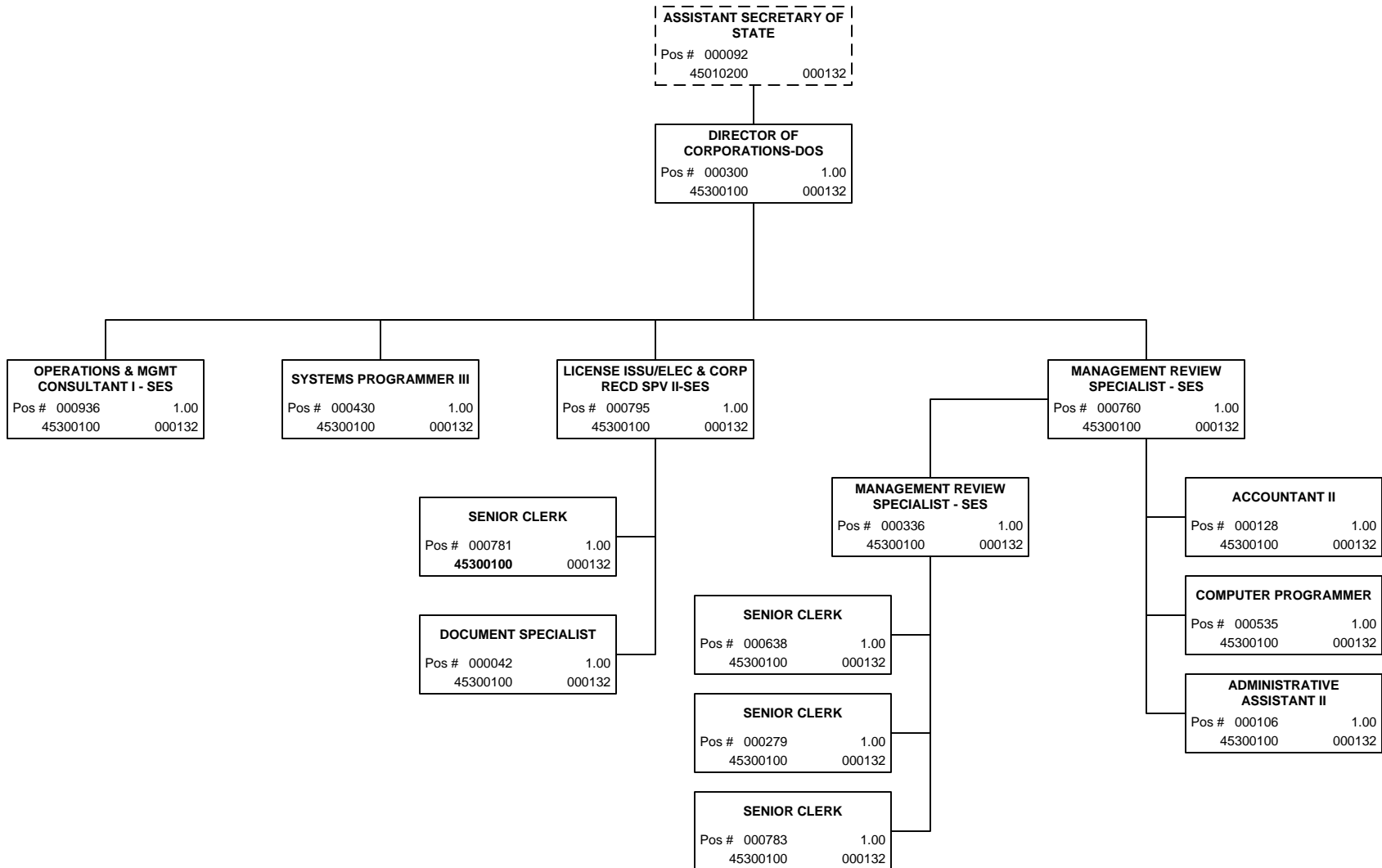
**Department of State
Division of Historical Resources
Bureau of Historic Preservation**



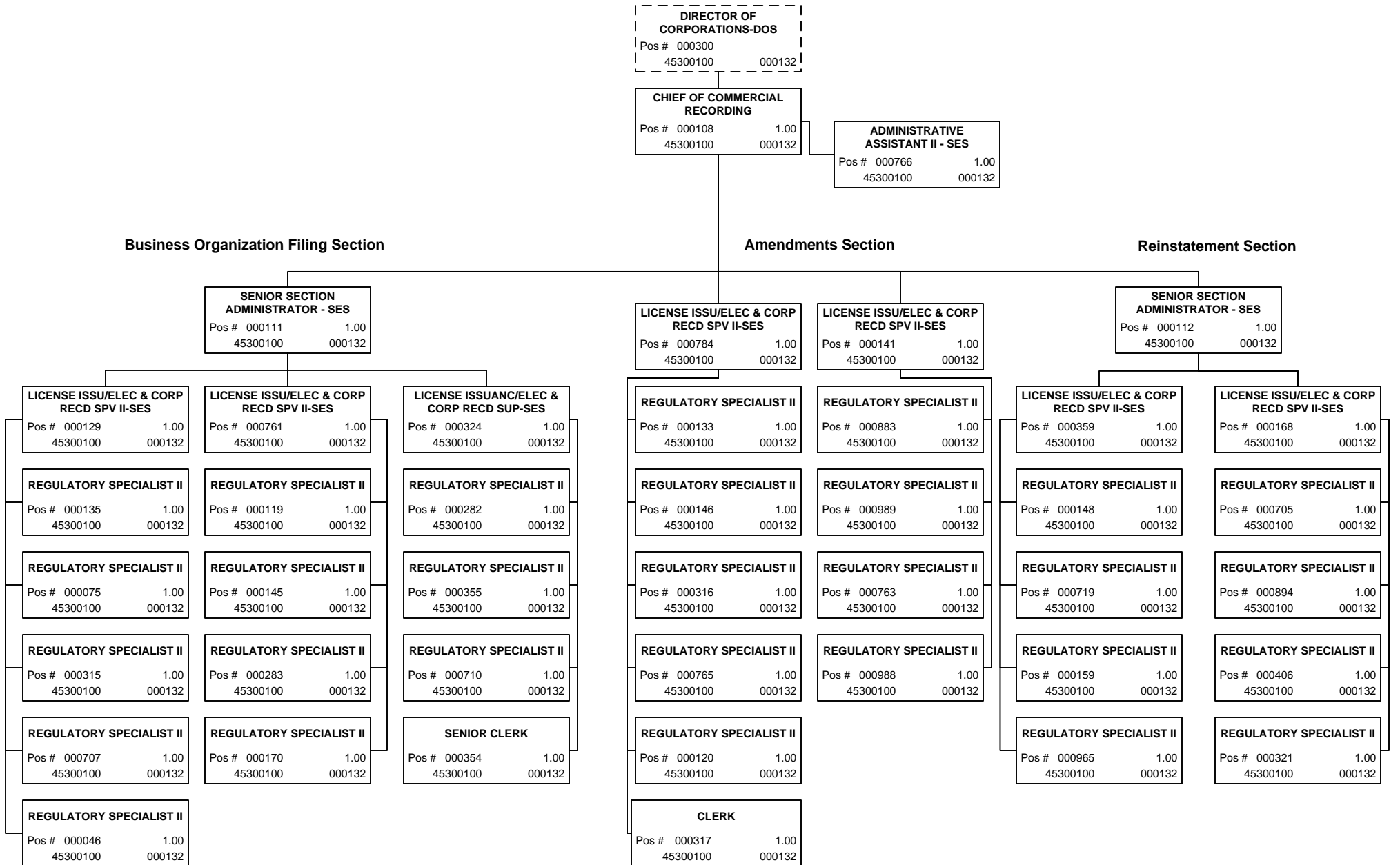
**Department of State
Division of Historical Resources
Bureau of Archaeological Research**



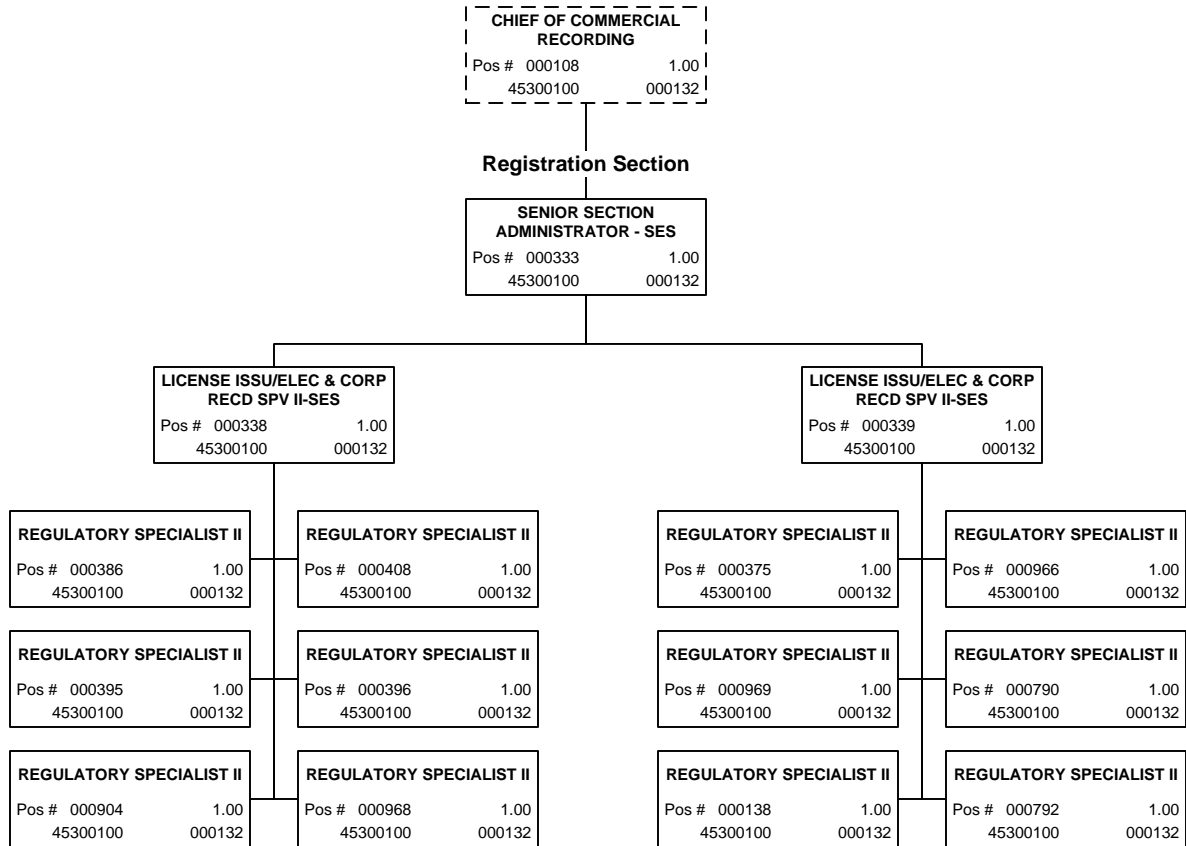
**Department of State
Division of Corporations
Office of Division Director**



**Department of State
Division of Corporations
Bureau of Commercial Recording
Page 1 of 2**



**Department of State
Division of Corporations
Bureau of Commercial Recording
Page 2 of 2**



**Department of State
Division of Corporations
Bureau of Commercial Information Services**

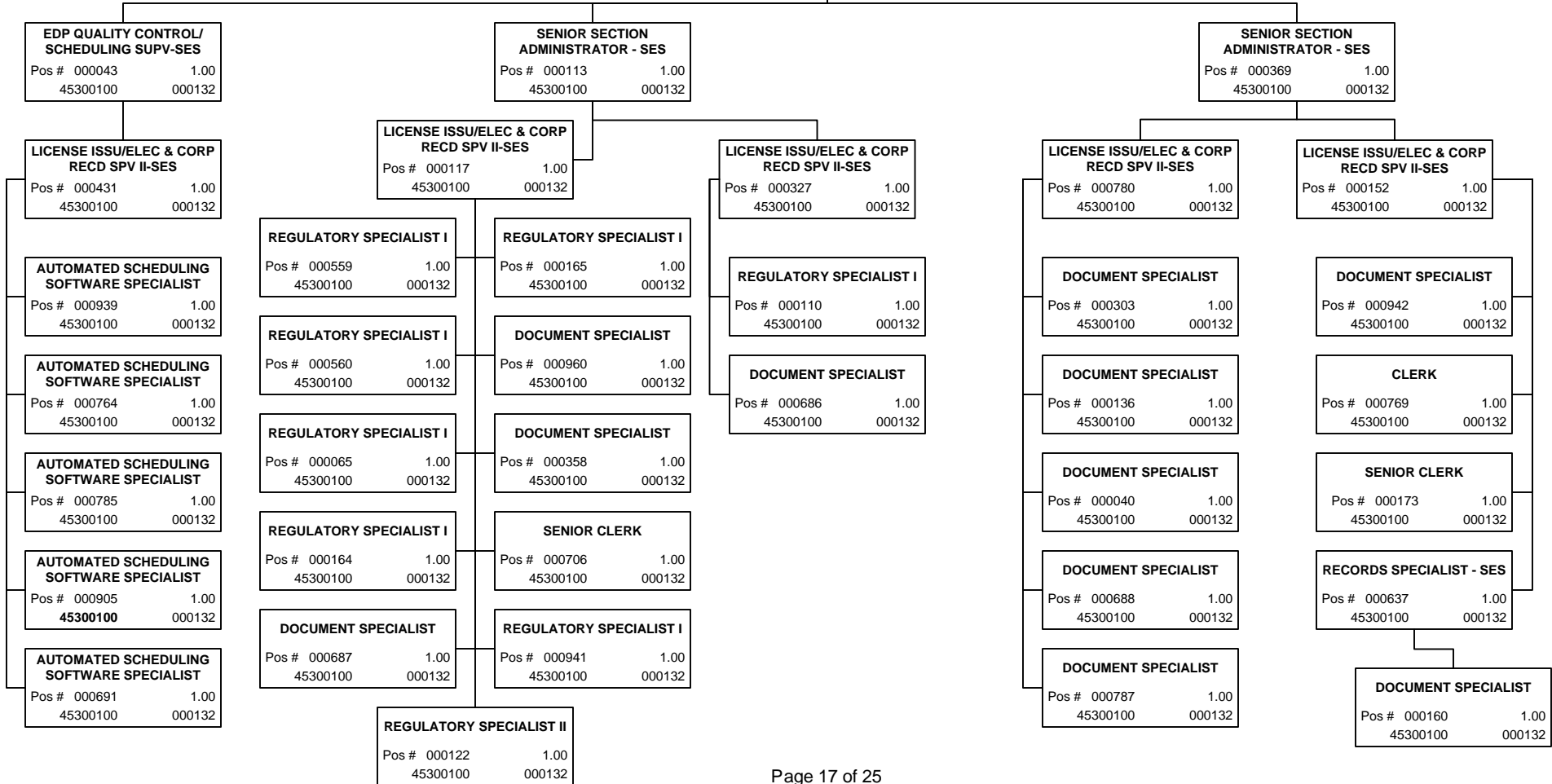
DIRECTOR OF
CORPORATIONS-DOS
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CHIEF OF COMMERCIAL
INFO SERVICES-DOS
Pos # 000166 1.00
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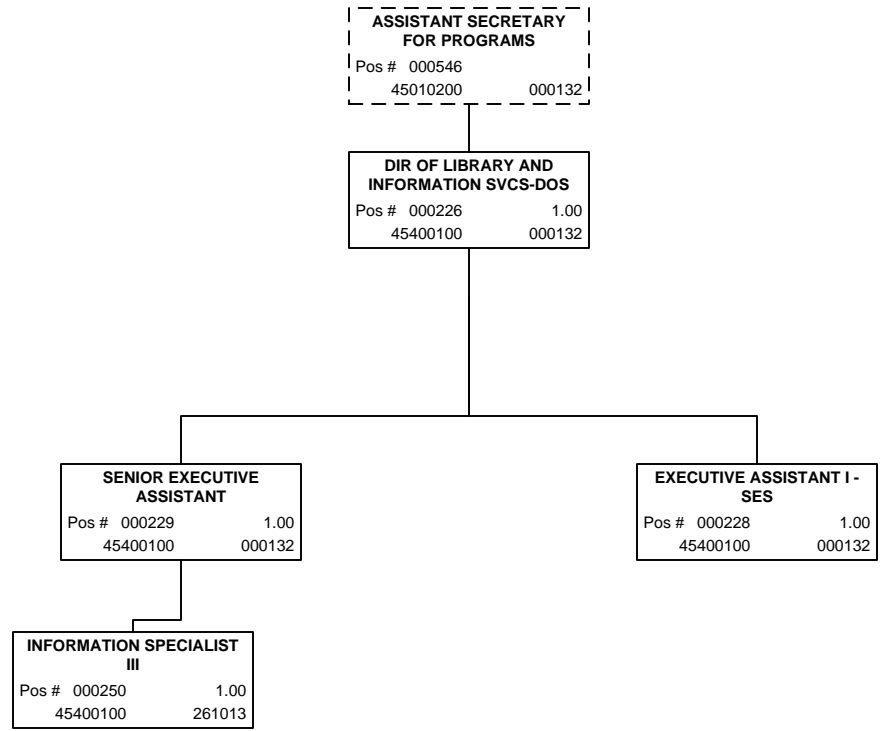
E-File/Internet Section

Records Certification Section

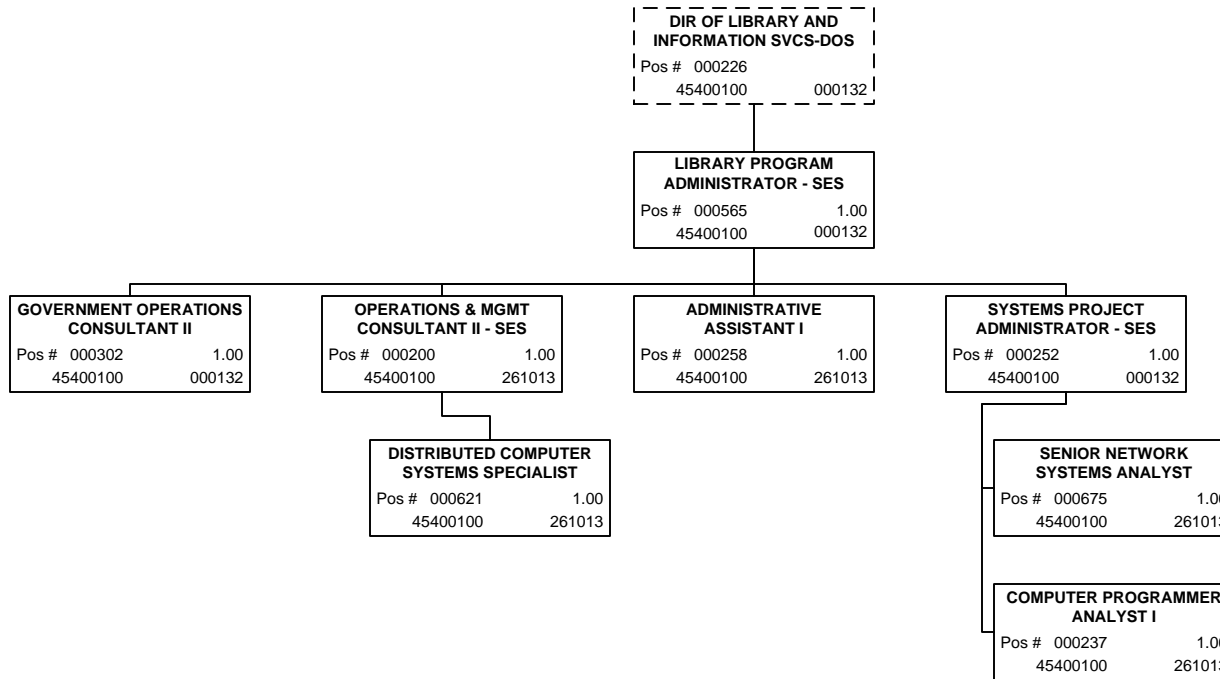
Document Imaging Section



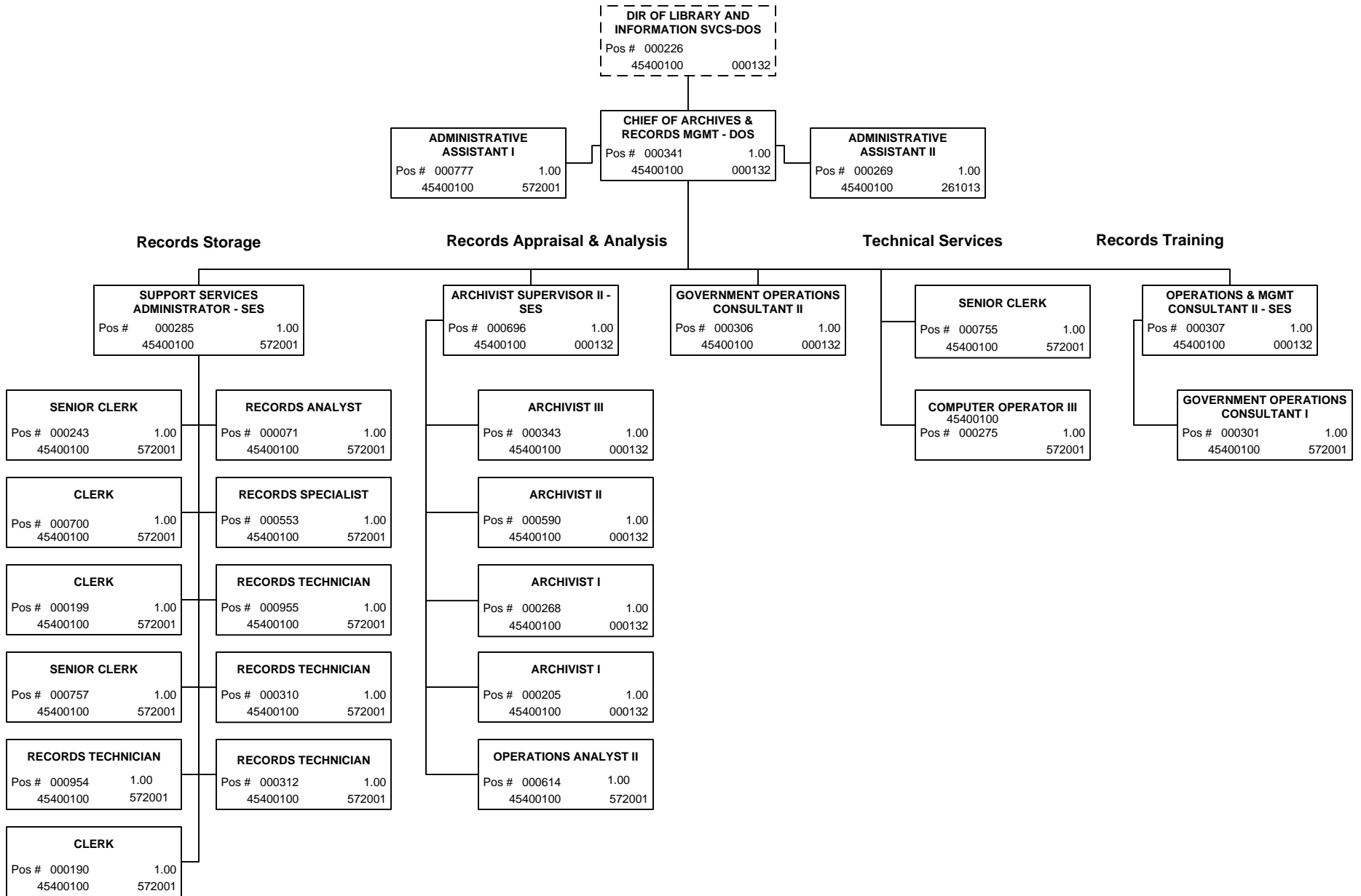
Department of State
Division of Library and Information Services
Office of Division Director



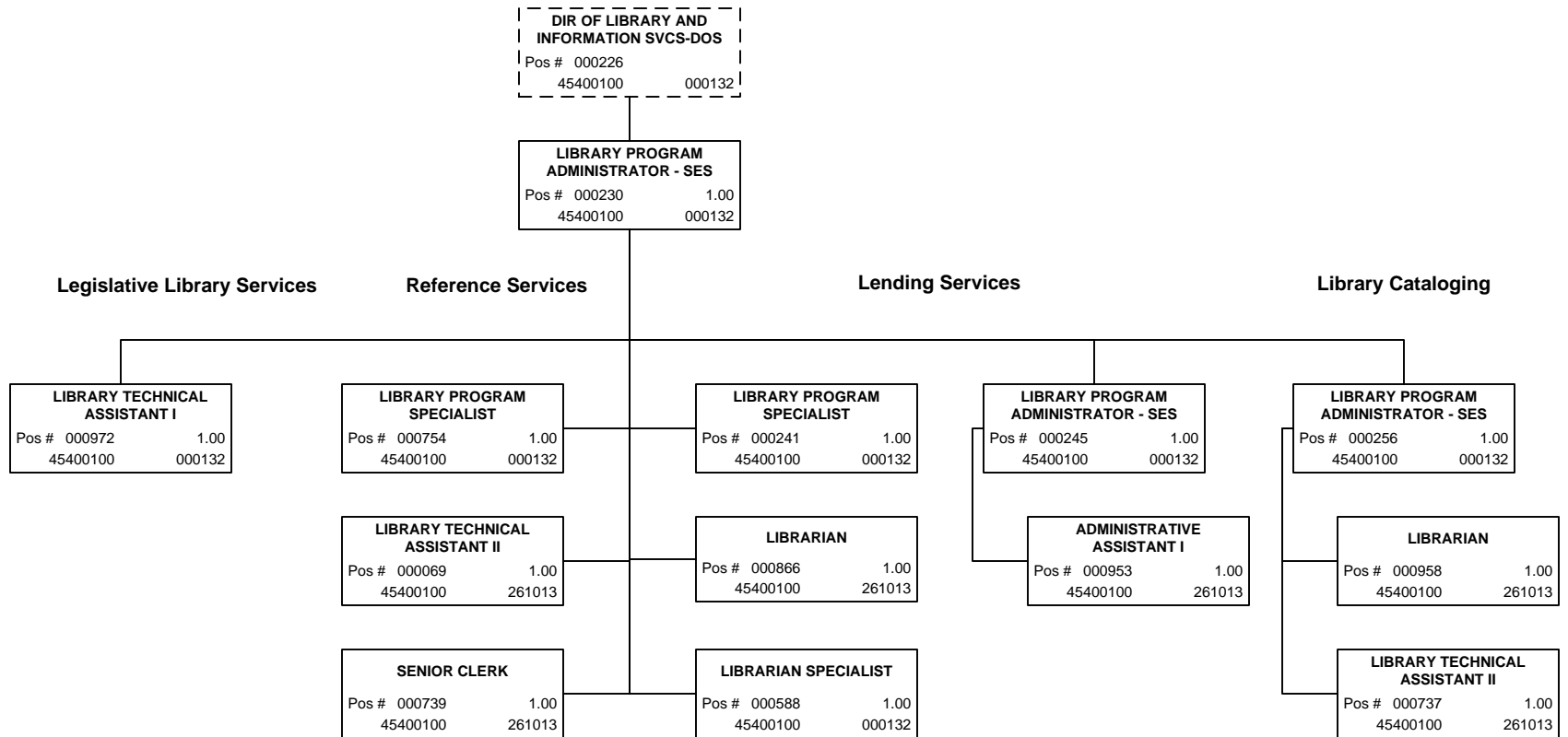
Department of State
Division of Library and Information Services
Office of Information Systems



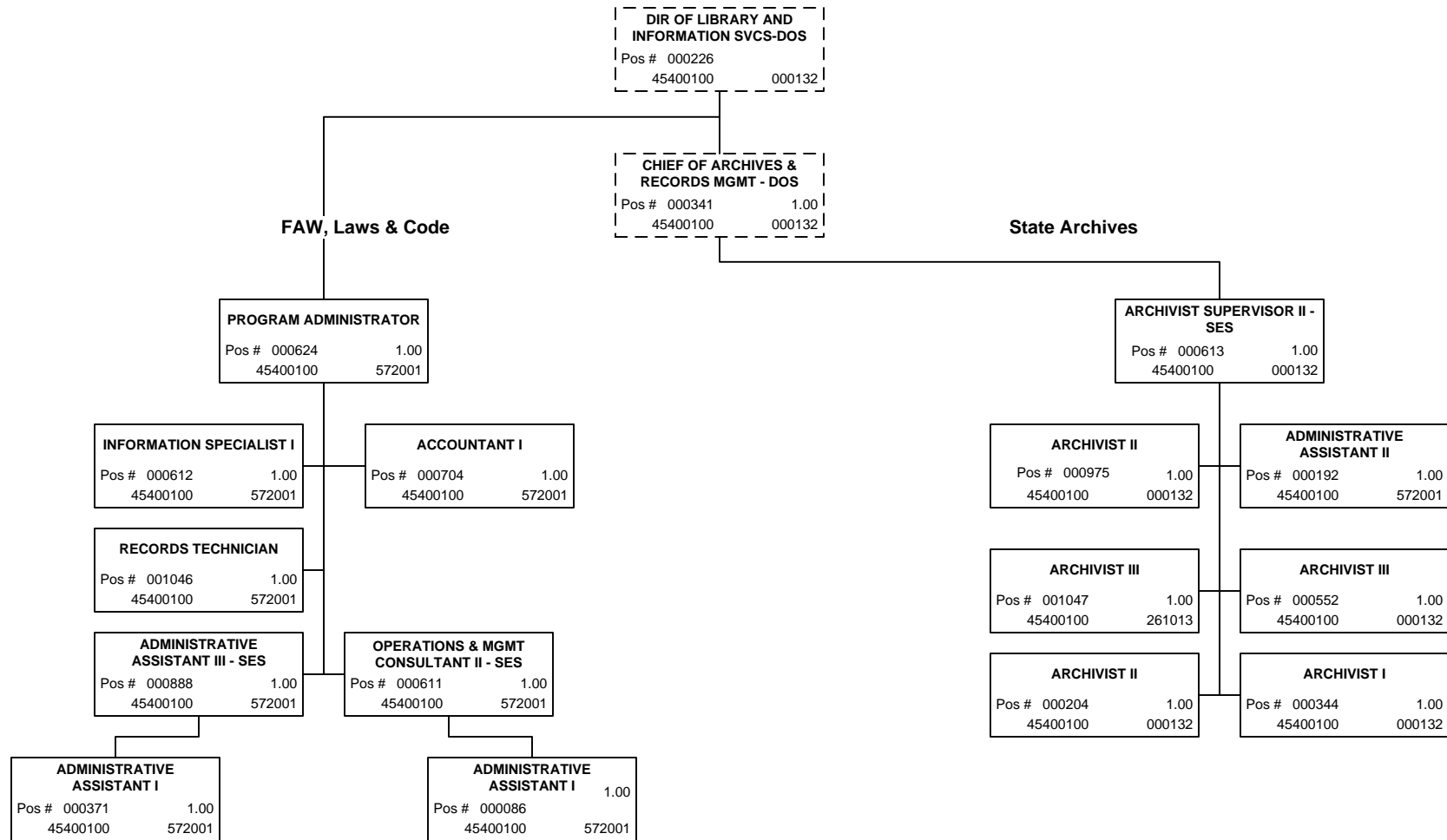
Department of State
Division of Library and Information Services
Office of Information Resource Management-State Records Center



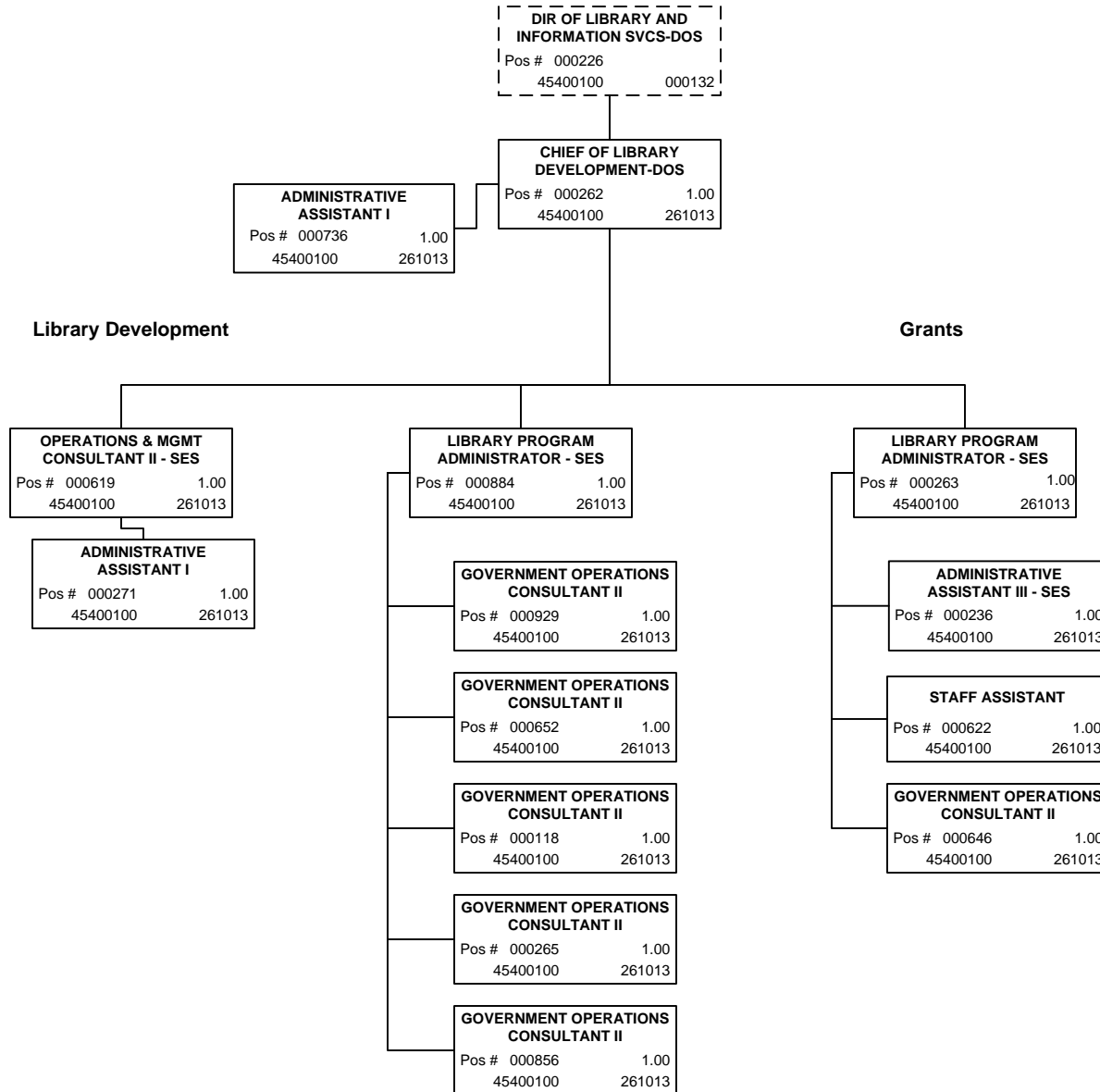
Department of State
Division of Library and Information Services
Office of Information Access Services – State Library



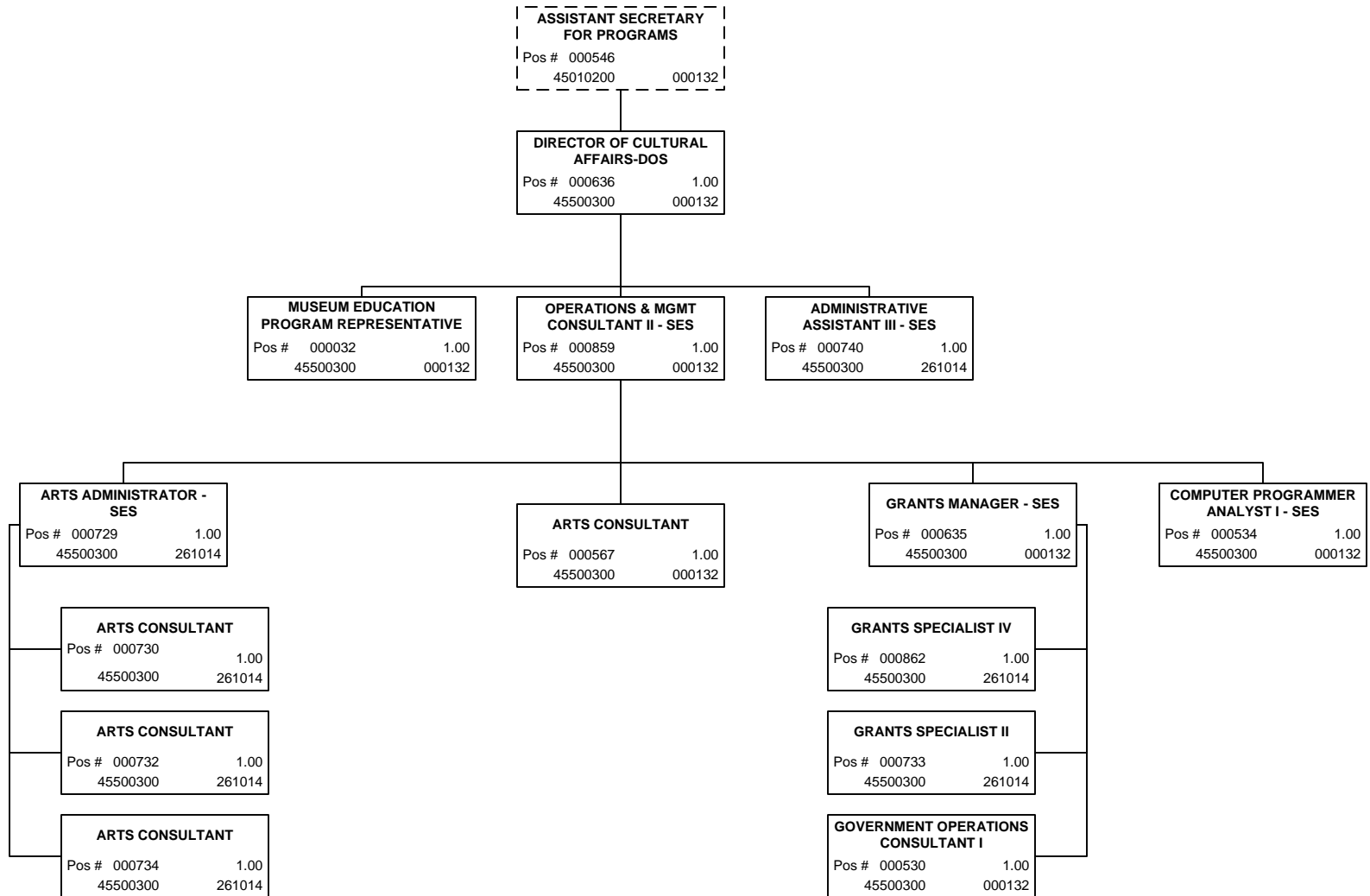
Department of State
Division of Library and Information Services
Office of Information Access Services-State Archives, Laws & Code



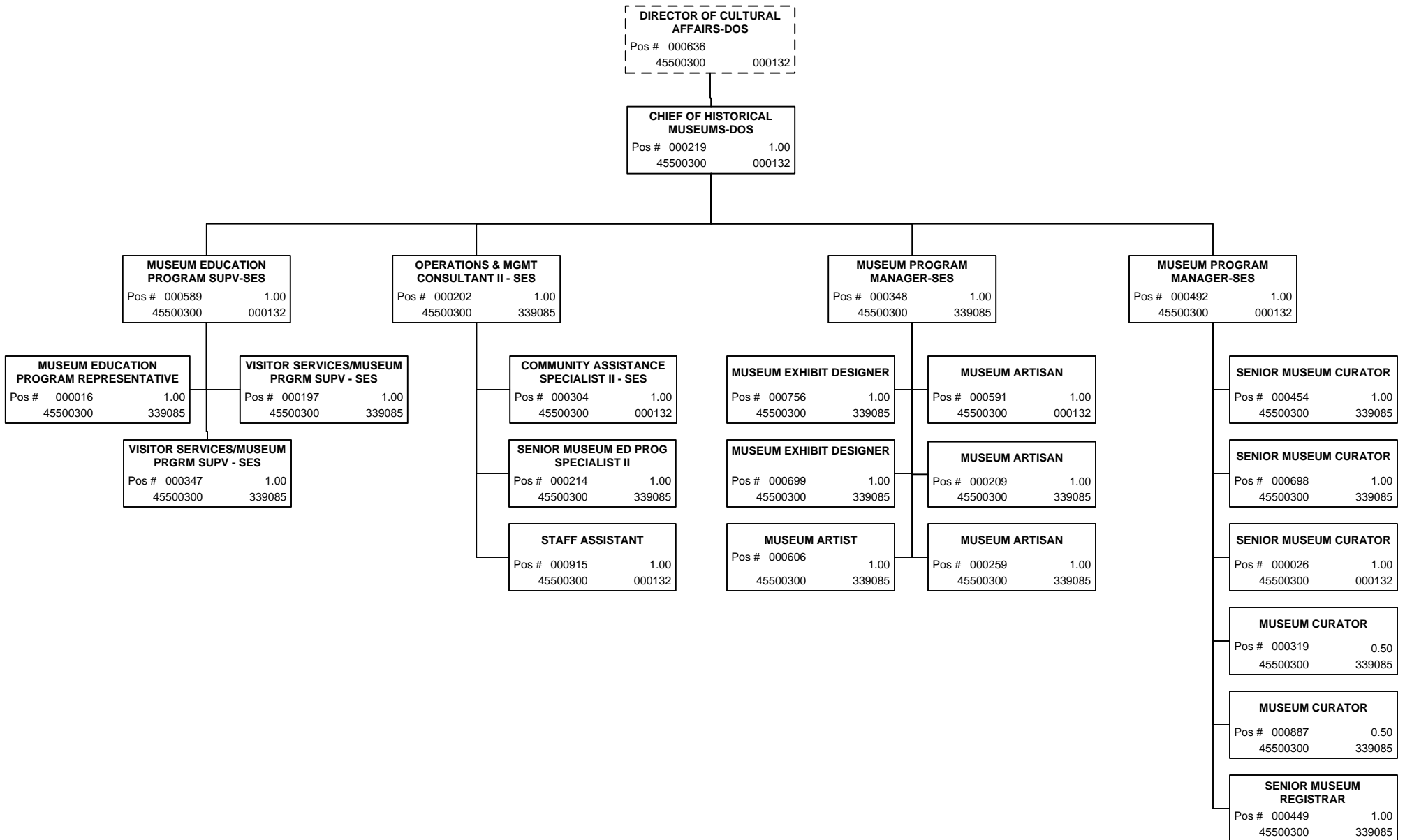
Department of State
Division of Library and Information Services
Office of Development



**Department of State
Cultural Affairs**



**Department of State
Division of Cultural Affairs
Bureau of Historical Museums**



STATE, DEPARTMENT OF		FISCAL YEAR 2010-11			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		84,009,614		4,329,358	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		5,823,257		0	
FINAL BUDGET FOR AGENCY		89,832,871		4,329,358	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					4,329,358
Administrative Code And Weekly Production * Number of notices edited and typeset		9,168	82.52	756,529	
Laws Of Florida Production * Number of laws received and processed		269	256.59	69,022	
Elections Assistance And Oversight * Number of elections assistance contacts		11,784,053	1.43	16,864,954	
Voting Education Grants *		51	37,742.88	1,924,887	
Survey And Registration Services * Number of properties protected and preserved		10,032	51.88	520,489	
Architectural Preservation Services * Number of preservation services applications		804	1,094.18	879,718	
Statewide Education Programs (includes Nea Apprenticeship) * Number of attendees at workshops		705,026	0.48	340,938	
Magazine And Publications * Number of recipients		2,361,392	0.11	260,933	
State And Federal Compliance Reviews * Preservation services applications reviewed		6,654	118.46	788,205	
Conserve And Curate Historic And Archaeological Objects * Number of historic and archaeological objects maintained for public use		459,483	6.61	3,037,419	
Florida Master Site File * Total number of historic and archaeological sites recorded in the Master Site File		185,567	2.66	492,830	
San Luis Mission Research And Interpretation * Number of interpretive products		513	5,156.63	2,645,350	
Commercial Recording-business Organization Filing * Number of business organization filings processed.		1,346,211	1.27	1,713,713	
Commercial Recording-registration * Number of commercial registration filings processed		1,583,141	1.00	1,576,368	
Commercial Recording-amendments * Number of amendments processed		1,267,593	0.99	1,254,184	
Commercial Recording-reinstatement * Number of commercial registration reinstatements processed		1,479,334	1.04	1,540,203	
Commercial Information Services - Records Certification * Number of records certified		1,801,365	0.80	1,432,608	
Commercial Information Services - Document Imaging * Number of documents imaged		7,985,972	0.25	1,980,549	
Library And Network Services * Number of State Library public service activities conducted		15,210,778	0.51	7,833,091	
Library Development Technical Assistance/Grants Management * Number of technical assistance contacts		5,236,666	0.59	3,093,937	
State Aid To Libraries * Local financial support leveraged		564,726,048	0.04	21,253,978	
Library Cooperative Grants * Number of libraries supported		473	2,537.00	1,200,000	
Federal Aid To Libraries * Number of grants awarded		34	84,184.09	2,862,259	
State Archives * Number of State Archives public service activities conducted		191,115,993	0.01	2,234,248	
Records Management * Number of Records Management activities conducted		163,566,230	0.01	2,302,474	
Cultural Program Support Grants * Number of state supported cultural events		132,640	15.39	2,040,931	
State Historic Museums * Number of visitors to Museum of Florida History sites.		66,382	32.28	2,142,490	
Museum Exhibit Fabrication * Number of museum exhibits available to the public		82	3,912.06	320,789	
Historic Planning * Number of historic objects maintained for public use temporary exhibits at all sites; 14 exhibits were maintained for circulation statewide through Traveling Exhibits Program		55,300	5.80	320,789	
Statewide Museum Programs * Number of people served by statewide museum programs public programs; permanent collections were exhibited as loans in 30 other institutions, primarily in Florida. Staff		403,599	0.68	274,959	
TOTAL				83,958,844	4,329,358
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				5,874,034	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				89,832,878	4,329,358

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

- (1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
- (2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
- (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
- (4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of State Contact: Barbara M. Leonard, Chief of Planning, Budget and Financial Services

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 2011 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 2012-2013 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	G/A-Cultural and Museum Grants	B	2,900,000	3,000,000
b	G/A-Library Grants (State Aid and Library Cooperatives)	B	23,000,000	
	State Aid to Libraries			21,300,000
	Library Cooperatives			1,000,000
c	G/A-Historical Grants	B	700,000	1,000,000
d	Elections	B	2,100,000	3,720,468

- 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

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

Contact Information
Agency: FLORIDA DEPARTMENT OF STATE
Name: Barbara Leonard
Phone: (850) 245-6201
E-mail address: Barbara.Leonard@dos.myflorida.com

1. Vendor Name		
Image API, Inc.		
2. Brief description of services provided by the vendor.		
Serves as the Filing Office/Officer for the Florida Secured Transaction Registry. Responsible for all Uniform Commercial Code filing activities. Duties include developing programs, maintaining databases and website, processing filings, depositing fees, and interacting with the public in person and via telephone.		
3. Contract terms and years remaining.		
Contract terms October 1, 2001 – September 30, 2006 with one 5 year renewal option by the Department. Contract was renewed November 1, 2005 for the period October 1, 2006 – September 30, 2011. New contract with terms of October 1, 2011 – September 30, 2016 with one 5 year renewal option by the Dept.		
4. Amount of revenue generated		
Prior Fiscal Year \$4,041,082	Current Fiscal Year \$4,041,570	Next Fiscal Year (Request Year) \$4,041,570
5. Amount of revenue remitted		
Prior Fiscal Year \$2,825,903	Current Fiscal Year \$2,570,190	Next Fiscal Year (Request Year) \$2,484,556
6. Value of capital improvement		
N/A		
7. Remaining amount of capital improvement		
N/A		
8. Amount of state appropriations		
Prior Fiscal Year N/A	Current Fiscal Year N/A	Next Fiscal Year (Request Year) N/A

DEPARTMENT OF STATE

**OFFICE OF THE SECRETARY & ADMINISTRATIVE
SERVICES**

EXHIBITS OR SCHEDULES

DEPARTMENT OF STATE

**OFFICE OF THE SECRETARY & ADMINISTRATIVE
SERVICES**

SCHEDULE I SERIES

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: SECRETARY/ADMIN SVCS 45010000
 EXECUTIVE DIR/SUPPORT SVCS 45010200

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

REVENUE CODE	CAP	SVC	AUTH	MATCHING %	CFDA NO.
		CHG %		ST I/C LOC I/C	

TOTAL TO LINE B IN SECTION IV

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.
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02 BUDGET ENTITY TRANSFER IN, 2261

810000	45100200		997,440-	993,542-
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TOTAL TO LINE E IN SECTION IV

			997,440-	993,542-
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SECTION III: ADJUSTMENTS

OBJECT CODE

TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		
ADD: REVENUES (FROM SECTION I)	(B)		
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)		
LESS: OPERATING EXPENDITURES	(D)	997,440	993,542
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	997,440-	993,542-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)		
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		
NET ADJUSTMENTS (FROM SECTION III)	(H)		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: SECRETARY/ADMIN SVCS 45010000
 EXECUTIVE DIR/SUPPORT SVCS 45010200

FUND: GRANTS AND DONATIONS TF 2339

SECTION I: DETAIL OF REVENUES

REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA
CODE	CHG %		ST	I/C LOC I/C	NO.

TOTAL TO LINE B IN SECTION IV

 =====

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT	TRANSFER	CFDA
CODE	TO BE	NO.

05 BUDGET ENTITY TRANSFER IN, 2339
 06 BUDGET ENTITY TRANSFER IN, 2339

810000	45200700	426,597-	411,839-	411,839-
810000	45100200	918,816-		

TOTAL TO LINE E IN SECTION IV

 =====

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

 =====

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)			
ADD: REVENUES (FROM SECTION I)	(B)			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)			
LESS: OPERATING EXPENDITURES	(D)	1,345,413	411,839	411,839
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,345,413-	411,839-	411,839-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			
NET ADJUSTMENTS (FROM SECTION III)	(H)			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: SECRETARY/ADMIN SVCS 45010000
 EXECUTIVE DIR/SUPPORT SVCS 45010200

FUND: RECORDS MANAGEMENT TF 2572

SECTION I: DETAIL OF REVENUES

REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA
CODE	CHG %		ST	I/C LOC I/C	NO.

TOTAL TO LINE B IN SECTION IV

 =====

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT	TRANSFER	CFDA
CODE	TO BE	NO.

03 BUDGET ENTITY TRANSFER IN, 2572

810000	45400100	81,744-	78,212-	78,212-
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TOTAL TO LINE E IN SECTION IV

 =====

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

 =====

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)			
ADD: REVENUES (FROM SECTION I)	(B)			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)			
LESS: OPERATING EXPENDITURES	(D)	81,744	78,212	78,212
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	81,744-	78,212-	78,212-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			
NET ADJUSTMENTS (FROM SECTION III)	(H)			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			

DEPARTMENT OF STATE

ELECTIONS

EXHIBITS OR SCHEDULES

DEPARTMENT OF STATE

ELECTIONS

SCHEDULE I SERIES

 COL A01 COL A02 COL A03 COL A04
 ACT PR YR CURR YR EST AGY REQUEST AGY REQ N/R
 EXP 2010-11 EXP 2011-12 FY 2012-13 FY 2012-13

STATE, DEPT OF 45000000
 PGM: ELECTIONS 45100000
ELECTIONS 45100200

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %			CFDA NO.				
					ST	I/C	LOC	I/C				
01 US DEPT HEALTH/HUM SERV	000700	NO	0.0	97.012	0.00		0.00		93.617		800,000	800,000
02 INTEREST-STATE TREASURY	000504	NO	0.0	17.61	0.00		0.00				1,538,663	1,538,663
04 GRANTS-HAVA	000700	NO	0.0	97.012	5.00	C	0.00		90.401		3,942,871	
05 TRANSFER GR-STATE MATCH	000504	NO	0.0	17.61	0.00		0.00				207,522	
07 TRSF CASH IN GDTF,2339	001500	NO	0.0	17.61	0.00		0.00				62,243,803	
15 VOTER FILE DISKS	001904	NO	8.0	216	0.00		0.00				2,794	2,794
TOTAL TO LINE B IN SECTION IV											68,735,653	2,341,457

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.		
04 TRANSFER TO FDLE, 2261, HAVA	810000	71700100		145,830	145,830
05 BUDGET ENTITY TRANSFER OUT, 2261	810000	45010200		997,440	993,542
06 SERVICE CHARGE TO GENERAL REVENUE	880000			224	224
TOTAL TO LINE E IN SECTION IV				1,143,494	1,139,596

SECTION III: ADJUSTMENTS

	OBJECT CODE		
TOTAL TO LINE H IN SECTION IV			

		COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)			58,454,040	
ADD: REVENUES (FROM SECTION I)	(B)		68,735,653	2,341,457	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)		68,735,653	60,795,497	
LESS: OPERATING EXPENDITURES	(D)		9,138,119	10,134,221	1,000,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		1,143,494	1,139,596	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		58,454,040	49,521,680	
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		58,454,040	49,521,680	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE		
	STATE (S)		
	NONSTATE (N)		
01 FEDERAL HELP AMERICA VOTE ACT	N	58,454,040	49,521,680
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		58,454,040	49,521,680

 COL A01 COL A02 COL A03 COL A04
 ACT PR YR CURR YR EST AGY REQUEST AGY REQ N/R
 EXP 2010-11 EXP 2011-12 FY 2012-13 FY 2012-13

STATE, DEPT OF 45000000
 PGM: ELECTIONS 45100000
ELECTIONS 45100200

FUND: GRANTS AND DONATIONS TF 2339

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %			CFDA NO.
					ST	I/C	LOC I/C	
02 INTEREST - STATE TREASU	000504	NO	0.0	17.61	0.00	0.00		1,465,393
11 GRANTS- HAVA	000700	NO	0.0	97.012	5.00	C 0.00	90.401	5,632,672
15 03 HEALTH & HUMAN SERVI	000700	NO	0.0	97.012	0.00	0.00	93.617	356,351
19 PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00	0.00		32,609
20 TRANSFERS IN FROM GR	001500	NO	0.0	17.61	0.00	0.00		296,456
21 VOTER FILE DISKS	001904	NO	0.0	216	0.00	0.00		2,540

 TOTAL TO LINE B IN SECTION IV 7,786,021
 =====

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.	
02 TRANSFER TO FDLE, 2261	810000	71700100		125,045
04 BUDGET ENTITY TRANSFER OUT, 2339	810000	45010200		918,816
05 TRANSFER OUT-FEDERAL GRANTS TF, 2261	810000	45100200		62,243,803

 TOTAL TO LINE E IN SECTION IV 1,043,861 62,243,803
 =====

SECTION III: ADJUSTMENTS

	OBJECT CODE	
07 ROUNDING	991000	1

 TOTAL TO LINE H IN SECTION IV 1
 =====

		COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				

FUND: GRANTS AND DONATIONS TF 2339

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	61,007,963	62,243,803		
ADD: REVENUES (FROM SECTION I)	(B)	7,786,021			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	68,793,984	62,243,803		
LESS: OPERATING EXPENDITURES	(D)	5,506,321			
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,043,861	62,243,803		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	62,243,802			
NET ADJUSTMENTS (FROM SECTION III)	(H)	1			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	62,243,803			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE STATE (S) NONSTATE (N)	
01 FEDERAL HELP AMERICA VOTE ACT (HAVA)	N	62,243,803
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		62,243,803

		COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				

FUND: CLEARING FUNDS TF 2537

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING % ST I/C LOC I/C	CFDA NO.			
05 CANDIDATE FILING FEE	000100	YES	8.0	99.103	0.00 0.00		12,472	1,146,085	12,500
06 \$4 NOTARY SURCHARGE	000100	YES	8.0	117.01	0.00 0.00		399,504	397,556	399,504
07 CAMPAIGN FINANCE CONTR	001100	NO	8.0	99.103	0.00 0.00		4,115	4,445	4,200
08 ELECTIONS ASSESSMENT	000100	YES	8.0	99.103	0.00 0.00		2,673	556,060	
09 TRANSFERS IN-ELECT 2510	001500	NO	0.0	99.103	0.00 0.00		317,605		
10 PENALTIES-NSF FEES	001202	NO	8.0	99.103	0.00 0.00		350		
12 JUDICIAL FILING FEES	000100	YES	8.0	99.103	0.00 0.00			460,620	
TOTAL TO LINE B IN SECTION IV							736,719	2,564,766	416,204

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
01 TRANSFER CANDIDATE FILING FEES-PARTIES	820000			52,247	962,266	11,500
02 TRANSFER CANDIDATE FILING FEES-GR	820000			255	92,132	
03 TRANSFER TO EOG, 2339 NOTARY SURCHARGE	810000	31100100		367,544	365,752	367,544
04 TRANSFER TO DFS, 1000 CAMPAIGN FINANCE	810000	43200100		5,995	4,089	3,864
05 TRANS TO DLA, 2511 ELECTIONS ASSESSMENT	810000	41300100		94,768	511,576	
06 SERVICE CHARGE TO GENERAL REVENUE	880000			174,827	205,181	33,296
07 TRANSFER JUDICIAL FILING FEE DLA, 2511	810000	41300100			423,770	
TOTAL TO LINE E IN SECTION IV				695,636	2,564,766	416,204

SECTION III: ADJUSTMENTS

	OBJECT CODE	
01 REVERSAL OF PY PAYABLE TO EOG IN OTF,2510	991000	41,083-
TOTAL TO LINE H IN SECTION IV		41,083-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				
FUND: CLEARING FUNDS TF	2537				

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)	736,719	2,564,766	416,204	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	736,719	2,564,766	416,204	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	695,636	2,564,766	416,204	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	41,083			
NET ADJUSTMENTS (FROM SECTION III)	(H)	41,083-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

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

BEGINNING TRIAL BALANCE:

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

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

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

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

Payable not Certified (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

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

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

DEPARTMENT OF STATE

HISTORICAL RESOURCES

EXHIBITS OR SCHEDULES

DEPARTMENT OF STATE

HISTORICAL RESOURCES

SCHEDULE I SERIES

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: HISTORICAL RESOURCES 45200000
 HISTORICAL RESOURCES 45200700

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %	CFDA NO.	COL A01	COL A02	COL A03	COL A04
				ST I/C LOC I/C					
07 NAT'L PARK SERVICE	000700	NO	0.0	267.031	60.00 C 40.00 C	15.904	1,018,662	919,334	
08 TRANSFER IN DEP,2339	001510	NO	0.0	267.031	0.00	11.419	69,410	100,000	
10 NAT'L ENDOWMENT F/ARTS	000700	NO	0.0	267.031	0.00	45.025	35,000	30,000	
11 NPS-PRESERVE AMERICA	000700	NO	0.0	267.031	0.00	15.904	200,000		
12 TRANSFER IN DOT,2540	001510	NO	0.0	267.031	0.00	20.205	240,950	240,950	
13 ANTICIPATED REVENUE-NPS	000700	NO	0.0	267.031	0.00	15.904	177,897		
14 TSFR CASH IN-OTF, 2510	001500	NO	0.0	265	0.00	0.00	266,757		
TOTAL TO LINE B IN SECTION IV							2,008,676	1,290,284	

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.
TOTAL TO LINE E IN SECTION IV		

SECTION III: ADJUSTMENTS

OBJECT CODE
TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		297,555
ADD: REVENUES (FROM SECTION I)	(B)	2,008,676	1,290,284
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,008,676	1,587,839
LESS: OPERATING EXPENDITURES	(D)	1,711,121	1,587,121
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)		
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	297,555	718
NET ADJUSTMENTS (FROM SECTION III)	(H)		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	297,555	718

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: FEDERAL GRANTS TRUST FUND	2261				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE		
	STATE (S)		
	NONSTATE (N)		
01 NATIONAL PARK SERVICE	N	297,555	718
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		297,555	718

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: HISTORICAL RESOURCES 45200000
 HISTORICAL RESOURCES 45200700

FUND: GRANTS AND DONATIONS TF 2339

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %	CFDA NO.				
					ST I/C LOC I/C					
17	TSFR IN DEP,2131GAA1593	001500	NO	0.0	267.031	0.00	0.00	4,910,483	4,910,483	5,000,000
18	PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00	0.00	5,946	4,000	5,000
19	COPYING CHARGES	001904	NO	8.0	267	0.00	0.00	948	1,000	1,000
21	DONATIONS-OTHER	001100	NO	8.0	267	0.00	0.00	250		
22	UNDERWATER EXPLOR/SALVA	001904	NO	8.0	267	0.00	0.00		3,600	3,600
23	ARCHAEOLOGICAL PUBLICAT	001904	NO	8.0	267	0.00	0.00		150	150
24	RECYCLING	001904	NO	8.0	216	0.00	0.00	77	100	100
25	SALE SURPLUS PROPERTY	002900	NO	0.0	216	0.00	0.00	664	1,500	1,500
26	ROYALTIES	000115	NO	8.0	267	0.00	0.00		700	700
27	TSFR CASH IN OTF, 2510	001500	NO	0.0	267.031	0.00	0.00		19,037	
TOTAL TO LINE B IN SECTION IV								4,918,368	4,940,570	5,012,050

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.				
09	BUDGET ENTITY TRANSFER OUT, 2339	810000	45010200	426,597	411,839	411,839	
16	BUDGET ENTITY TRANSFER OUT, 2339	810000	45400100	72,416	98,445	98,436	
17	BUDGET ENTITY TRANSFER OUT, 2339	810000	45500300	2,370,281	1,697,413	1,402,413	
18	5% TRUST FUND RESERVE	999000				245,877	
24	SERVICE CHARGE TO GENERAL REVENUE	880000		227	444	444	
TOTAL TO LINE E IN SECTION IV				2,869,521	2,208,141	2,159,009	

SECTION III: ADJUSTMENTS

	OBJECT CODE		
11	PRIOR YEAR SEPTEMBER CERT FWD REVERSIONS	991000	57,701
12	ADJUST LINE A:REVERSAL PY PAYABLE NOT CF	991000	711
27	ROUNDING	991000	1
TOTAL TO LINE H IN SECTION IV			58,413

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	<u>45200700</u>				

FUND: GRANTS AND DONATIONS TF 2339

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	7,024,553	3,054,449	1,969,650
ADD: REVENUES (FROM SECTION I)	(B)	4,918,368	4,940,570	5,012,050
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	11,942,921	7,995,019	6,981,700
LESS: OPERATING EXPENDITURES	(D)	4,498,006	3,817,228	3,817,228
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	2,869,521	2,208,141	2,159,009
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)	1,579,358		
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	2,996,036	1,969,650	1,005,463
NET ADJUSTMENTS (FROM SECTION III)	(H)	58,413		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	3,054,449	1,969,650	1,005,463

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE (S)			
	NONSTATE (N)			
01 TRANSFER IN FROM DEP, CARL FUNDS	S	3,054,449	1,969,650	1,005,463
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		3,054,449	1,969,650	1,005,463

 COL A01 COL A02 COL A03 COL A04
 ACT PR YR CURR YR EST AGY REQUEST AGY REQ N/R
 EXP 2010-11 EXP 2011-12 FY 2012-13 FY 2012-13

STATE, DEPT OF 45000000
 PGM: HISTORICAL RESOURCES 45200000
HISTORICAL RESOURCES 45200700

FUND: OPERATING TRUST FUND 2510

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %			CFDA NO.	
				ST	I/C	LOC	I/C		
02 NPS-HISTORIC PRES. GRAN	000700	NO	0.0	267.031	60.00	I	40.00	C 15.904	821,027
05 TRANSFERS IN DOT, 2540	001510	NO	0.0	267.031	0.00		0.00	20.205	195,568
06 INTEREST-STATE TREASURY	000502	NO	8.0	17.61	0.00		0.00		3,711
07 INTEREST-GRANTS REVENUE	000500	NO	0.0	267	0.00		0.00		58
10 UNDERWATER EXPLOR SALVA	001904	NO	8.0	267.031	0.00		0.00		1,800
11 ARCHAEOLOGICAL PUBLICAT	001904	NO	8.0	267.031	0.00		0.00		381
12 PRESERVE ARTIFACTS	001904	NO	8.0	267	0.00		0.00		1,092
13 ROYALTIES	000115	NO	8.0	267	0.00		0.00		786
14 COPYING CHARGES	001904	NO	8.0	267	0.00		0.00		1,769
16 PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00		0.00		918
18 TRANSFERS IN DEP, 2339	001510	NO	0.0	267	0.00		0.00	11.419	82,764
TOTAL TO LINE B IN SECTION IV									1,109,874

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.	
01 SERVICE CHARGE TO GENERAL REVENUE	880000			767
02 REFUND OF STATE REVENUES	860000			9,438
05 TRANSFER OUT TO FEDERAL TF, 2261	810000	45200700		111,124
20 TRANSFER OUT TO GDTF, 2339	810000	45200700		19,037
TOTAL TO LINE E IN SECTION IV				10,205 130,161

SECTION III: ADJUSTMENTS

	OBJECT CODE	
01 PRIOR YEAR SEPTEMBER CERT FWD REVERSIONS	991000	10,038
04 ROUNDING	991000	1
TOTAL TO LINE H IN SECTION IV		10,039

		COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: OPERATING TRUST FUND	2510				

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	194,629	130,161		
ADD: REVENUES (FROM SECTION I)	(B)	1,109,874			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	1,304,503	130,161		
LESS: OPERATING EXPENDITURES	(D)	1,174,176			
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	10,205	130,161		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	120,122			
NET ADJUSTMENTS (FROM SECTION III)	(H)	10,039			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	130,161			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE STATE (S) NONSTATE (N)	
01 NATIONAL PARK SERVICE	N	130,161
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		130,161

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

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

BEGINNING TRIAL BALANCE:

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

Total all GLC's 5XXXX for governmental funds; 62,240,874.00 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS 0.00 (D)

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

Payable not Certified 2,929.00 (D)

(D)

(D)

(D)

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

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

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

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

BEGINNING TRIAL BALANCE:

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

Total all GLC's 5XXXX for governmental funds; 188,759.00 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (59,760.00) (D)

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

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 130,161.00 (E)

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

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

DEPARTMENT OF STATE

CORPORATIONS

EXHIBITS OR SCHEDULES

DEPARTMENT OF STATE

CORPORATIONS

SCHEDULE I SERIES

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13
STATE, DEPT OF	45000000				
PGM: CORPORATIONS	45300000				
COMMERCIAL RECORD/REGIST	45300100				
FUND: CLEARING FUNDS TF	2537				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH MATCHING % CFDA				
	CODE CHG % ST I/C LOC I/C NO.				
01 CABLE FRANCHISE FEES	000100 YES 0.0 610 0.00 0.00	10,000	10,000	10,000	
TOTAL TO LINE B IN SECTION IV		10,000	10,000	10,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
01 TRANSFER OUT TO DACS, 2321	810000 42160200	10,000	10,000	10,000	
TOTAL TO LINE E IN SECTION IV		10,000	10,000	10,000	
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)	10,000	10,000	10,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	10,000	10,000	10,000	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	10,000	10,000	10,000	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)				
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

DEPARTMENT OF STATE

LIBRARY & INFORMATION SERVICES

EXHIBITS OR SCHEDULES

DEPARTMENT OF STATE

LIBRARY & INFORMATION SERVICES

SCHEDULE I SERIES

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: LIBRARY/INFO SVCS 45400000
 LIBRARY/ARCHIVES/INFO SVCS 45400100

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %	CFDA				
				ST	I/C LOC I/C	NO.				
08	NAT'L ARCHIVES & RECORD	000700	NO	0.0	257.12	0.00	0.00	89.003		
09	LIBRARY SVCS/TECH ACT	000700	NO	0.0	257.12	34.00	C 0.00	45.310	46,181	
10	INTEREST-GRANTS REVENUE	000504	NO	0.0	257.12	0.00	0.00		8,111,592	8,111,592
12	PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00	0.00		15,583	16,000
13	STATE BROADBND GRANT	000700	NO	0.0	257.12	0.00	0.00	11.558	22,934	23,000
14	TRSF CASH BAL FROM 2450	001500	NO	0.0	257.12	0.00	0.00		560,000	
									375,000	

TOTAL TO LINE B IN SECTION IV

9,131,290 8,150,592

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.
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TOTAL TO LINE E IN SECTION IV

SECTION III: ADJUSTMENTS

OBJECT CODE

TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		589,265
ADD: REVENUES (FROM SECTION I)	(B)	9,131,290	8,150,592
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	9,131,290	8,739,857
LESS: OPERATING EXPENDITURES	(D)	8,542,025	8,542,025
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)		
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	589,265	197,832
NET ADJUSTMENTS (FROM SECTION III)	(H)		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	589,265	197,832

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: LIBRARY/INFO SVCS 45400000
LIBRARY/ARCHIVES/INFO SVCS 45400100

FUND: FEDERAL GRANTS TRUST FUND 2261

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

FUNDING SOURCE
 STATE (S)
 NONSTATE (N)

01 LIBRARY SERVICES AND TECHNOLOGY ACT

N

589,265

197,832

ADJUSTED UNRESERVED FUND BALANCE - JUNE 30

589,265

197,832

		COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				

FUND: GRANTS AND DONATIONS TF 2339

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP CHG	SVC %	AUTH	MATCHING % ST I/C LOC I/C	CFDA NO.		
01 LOST BOOK FEES	000100	YES	8.0	257.12	0.00 0.00		1,690	1,700
TOTAL TO LINE B IN SECTION IV							1,690	1,700

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
02 BUDGET ENTITY TRSF IN 2339	810000	45200700		72,416-	98,445-	98,436-
03 SERVICE CHARGE TO GENERAL REVENUE	880000				135	136
TOTAL TO LINE E IN SECTION IV				72,416-	98,310-	98,300-

SECTION III: ADJUSTMENTS

	OBJECT CODE			
TOTAL TO LINE H IN SECTION IV				

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)			
ADD: REVENUES (FROM SECTION I)	(B)		1,690	1,700
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)		1,690	1,700
LESS: OPERATING EXPENDITURES	(D)	72,416	100,000	100,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	72,416-	98,310-	98,300-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			
NET ADJUSTMENTS (FROM SECTION III)	(H)			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: LIBRARY/INFO SVCS 45400000
 LIBRARY/ARCHIVES/INFO SVCS 45400100

FUND: LIBRARY SERVICES TF 2450

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %	CFDA	
				ST	I/C LOC I/C	NO.	
13	ARCHIVES & REC GRANT	000700	NO 0.0	257.12	0.00 0.00	89.003	1,434
14	LIBRARY SVCS/TECH ACT	000700	NO 0.0	257.12	34.00 C 0.00	45.310	8,827,702
15	INTEREST-GRANTS REVENUE	000504	NO 0.0	257.12	0.00 0.00		15,583
16	PRIOR YR REFUNDS	001800	NO 0.0	216	0.00 0.00		23,038
17	LOST BOOK FEES	000100	YES 8.0	257.12	0.00 0.00		2,326
TOTAL TO LINE B IN SECTION IV							8,870,083

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.
04	REFUND OF NON-STATE REVENUES	860000	
TOTAL TO LINE E IN SECTION IV			11,674

SECTION III: ADJUSTMENTS

	OBJECT CODE	
04	PRIOR YEAR SEPTEMBER CERT FWD REVERSIONS	991000 80
08	ROUNDING	991000 3
TOTAL TO LINE H IN SECTION IV		83

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	
ADD: REVENUES (FROM SECTION I)	(B)	8,870,083
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	8,870,083
LESS: OPERATING EXPENDITURES	(D)	8,858,492
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	11,674
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)	
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	83-
NET ADJUSTMENTS (FROM SECTION III)	(H)	83

BNSC1L01 LAS/PBS SYSTEM
BUDGET PERIOD: 2002-2013
STATE OF FLORIDA

SCHEDULE I
TRUST FUNDS AVAILABLE

SP 09/15/2011 11:36 PAGE: 21
SCHEDULE I
TRUST FUNDS AVAILABLE

COL A01 COL A02 COL A03 COL A04
ACT PR YR CURR YR EST AGY REQUEST AGY REQ N/R
EXP 2010-11 EXP 2011-12 FY 2012-13 FY 2012-13

STATE, DEPT OF 45000000
PGM: LIBRARY/INFO SVCS 45400000
LIBRARY/ARCHIVES/INFO SVCS 45400100

FUND: LIBRARY SERVICES TF 2450

SECTION IV: SUMMARY

ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 (I)

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: LIBRARY/INFO SVCS 45400000
 LIBRARY/ARCHIVES/INFO SVCS 45400100

FUND: RECORDS MANAGEMENT TF 2572

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %		CFDA NO.			
					ST	I/C LOC I/C				
18	MIC/FLM/ARCH/STG/NONSTA	001905	YES 8.0	257	0.00	0.00		203,558	204,000	204,000
19	MIC/FLM/ARCH/STG/STATE	001903	NO 0.0	257	0.00	0.00		990,332	991,000	991,000
20	ROYALTY - ADMIN CODE	000115	NO 8.0	120.55	0.00	0.00		51,238	51,238	51,238
21	CERT/COPIES/STATE	001903	NO 0.0	120.55	0.00	0.00		818	825	825
22	CERT/COPIES/NONSTATE	001904	NO 8.0	257	0.00	0.00		1,589	1,600	1,600
23	ADVERT/FL AD WK/STATE	001903	NO 0.0	120.55	0.00	0.00		458,618	465,000	465,000
24	ADVERT FL AD WK/NONSTAT	001905	YES 8.0	120.55	0.00	0.00		108,478	115,000	115,000
25	PRIOR YR REFUND/REC MGT	001800	NO 8.0	216	0.00	0.00		558	560	560
26	RECYCLING/REC MGT/STATE	001903	NO 0.0	257	0.00	0.00		3,266	3,500	3,500
27	SALE SURPLUS PROP/REC M	002900	NO 0.0	216	0.00	0.00		2,130	2,100	2,100
TOTAL TO LINE B IN SECTION IV								1,820,585	1,834,823	1,834,823

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
10	SERVICE CHARGE TO GENERAL REVENUE	880000		29,447	29,792	29,792
11	REFUND OF STATE REVENUES	860000		1,724		
13	BUDGET ENTITY TRANSFER OUT, 2572	810000	45010200	81,744	78,212	78,212
TOTAL TO LINE E IN SECTION IV				112,915	108,004	108,004

SECTION III: ADJUSTMENTS

	OBJECT CODE	
10	ADJ LINE A-REV OF PRIOR YR ENCUMBRANCES	991000 22,000-
14	ADJ LINE A-CURRENT COMP ABSENCES	991000 43,752
17	ROUNDING	991000 2-
TOTAL TO LINE H IN SECTION IV		21,750

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
<u>LIBRARY/ARCHIVES/INFO SVCS</u>	<u>45400100</u>				

FUND: RECORDS MANAGEMENT TF 2572

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	590,910	740,811	342,458
ADD: REVENUES (FROM SECTION I)	(B)	1,820,585	1,834,823	1,834,823
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,411,495	2,575,634	2,177,281
LESS: OPERATING EXPENDITURES	(D)	1,579,519	2,125,172	2,063,145
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	112,915	108,004	108,004
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	719,061	342,458	6,132
NET ADJUSTMENTS (FROM SECTION III)	(H)	21,750		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	740,811	342,458	6,132

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE (S)			
	NONSTATE (N)			
01 ADMINISTRATIVE WEEKLY/ARCHIVES	S	740,811	342,458	6,132
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		740,811	342,458	6,132

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

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

BEGINNING TRIAL BALANCE:

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

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

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #1 to adjust for Unearned Federal Cash on Hand (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

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

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

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

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

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

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

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

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2010 -11	FY 2011 -12	FY 2012 -13

Receipts:

Microfilm/Archival Storage	1,193,890	1,195,000	1,195,000
Advertising Florida Administrative Wkly	567,096	580,000	580,000
Cert Copies/Royalties/Recycling/Surplus	59,599	59,823	59,823
Unencumbered Cash	590,910	740,811	342,458
Total Fee Collection to Line (A) - Section III	2,411,495	2,575,634	2,177,281

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	1,141,214	1,309,964	1,270,656
Other Personal Services	-	52,412	52,412
Expenses	364,909	635,866	613,147
Operating Capital Outlay	-	9,740	9,740
Contracted Services/TR/DMS/HR Svcs	108,755	195,402	195,402

Indirect Costs Charged to Trust Fund	-		
Total Full Costs to Line (B) - Section III	1,614,878	2,203,384	2,141,357

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,411,495	2,575,634	2,177,281
TOTAL SECTION II	(B)	1,614,878	2,203,384	2,141,357
TOTAL - Surplus/Deficit	(C)	796,617	372,250	35,924

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

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

BEGINNING TRIAL BALANCE:

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

Total all GLC's 5XXXX for governmental funds; 670,291.00 (A)
GLC 539XX for proprietary and fiduciary funds

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Current Compensated Absences 27,363.00 (D)

Compensated Absences Liability 43,157.00 (D)

Furniture And Equipment 123,710.00 (D)

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

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

ADJUSTED BEGINNING TRIAL BALANCE: 740,811.00 (E)

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

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

DEPARTMENT OF STATE

CULTURAL AFFAIRS

EXHIBITS OR SCHEDULES

DEPARTMENT OF STATE

CULTURAL AFFIARS

SCHEDULE I SERIES

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: CULTURAL AFFAIRS 45500000
 CULTURAL AFFAIRS 45500300

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING %	CFDA NO.
				ST I/C LOC I/C	
02 NAT'L ENDOWMENT F/T ART	000700	NO	0.0	265	25.00 C 25.00 C 45.025
05 PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00 0.00
06 TRSF CASH IN FACTF,2279	001500	NO	0.0	265	0.00 0.00

868,300	868,300		
8,000	8,000		
56,391			

TOTAL TO LINE B IN SECTION IV

932,691	876,300		
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SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.
02 UNFUNDED BUDGET - CULTURAL AFFAIRS	899000	

131,944-		
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TOTAL TO LINE E IN SECTION IV

131,944-		
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SECTION III: ADJUSTMENTS

OBJECT CODE

TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1 (A)
 ADD: REVENUES (FROM SECTION I) (B)
 TOTAL FUNDS AVAILABLE (LINE A + LINE B) (C)
 LESS: OPERATING EXPENDITURES (D)
 LESS: NONOPERATING EXPENDITURES (SECTION II) (E)
 LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY) (F)
 UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ (G)
 NET ADJUSTMENTS (FROM SECTION III) (H)
 ADJUSTED UNRESERVED FUND BALANCE - JUNE 30 (I)

932,691	876,300
932,691	876,300
1,064,635	876,300
131,944-	

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	<u>45500300</u>				

FUND: FINE ARTS COUNCIL TF 2279

SECTION I: DETAIL OF REVENUES

	REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA	
	CODE	CHG	%		ST I/C LOC I/C	NO.	
01 NAT'L ENDOWMENT F/T ART	000700	NO	0.0	265	25.00 C 25.00 C	45.025	878,017
02 PRIOR YEAR REFUNDS	001800	NO	0.0	265	0.00 0.00		7,370
03 ART IN STATE BUILDINGS	001903	NO	0.0	265	0.00 0.00		13,295
TOTAL TO LINE B IN SECTION IV							898,682

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT	TRANSFER	CFDA
	CODE	TO BE	NO.
TOTAL TO LINE E IN SECTION IV			

SECTION III: ADJUSTMENTS

	OBJECT	
	CODE	
02 ADJUST LINE A: REVERSE PY UNEARNED REV	991000	8,913
TOTAL TO LINE H IN SECTION IV		8,913

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	
ADD: REVENUES (FROM SECTION I)	(B)	898,682
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	898,682
LESS: OPERATING EXPENDITURES	(D)	907,595
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)	
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	8,913-
NET ADJUSTMENTS (FROM SECTION III)	(H)	8,913
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2010-11	EXP 2011-12	FY 2012-13	FY 2012-13

STATE, DEPT OF 45000000
 PGM: CULTURAL AFFAIRS 45500000
 CULTURAL AFFAIRS 45500300

FUND: GRANTS AND DONATIONS TF 2339

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING % ST I/C LOC I/C	CFDA NO.
03 ART IN STATE BUILDINGS	001903	NO	0.0	265	0.00 0.00	15,000 15,000
04 PRIOR YEAR REFUNDS	001800	NO	0.0	265	0.00 0.00	2,000 2,000
05 TRSF CASH IN FROM 2279	001500	NO	0.0	265	0.00 0.00	5,000

TOTAL TO LINE B IN SECTION IV

22,000 17,000

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.
02 BUDGET ENTITY TRANSFER IN, 2339	810000	45200700	

2,370,281- 1,697,413- 1,402,413-

TOTAL TO LINE E IN SECTION IV

2,370,281- 1,697,413- 1,402,413-

SECTION III: ADJUSTMENTS

OBJECT CODE

TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		
ADD: REVENUES (FROM SECTION I)	(B)	22,000	17,000
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	22,000	17,000
LESS: OPERATING EXPENDITURES	(D)	1,370,281	1,419,413
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	2,370,281-	1,402,413-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)	1,000,000	
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		
NET ADJUSTMENTS (FROM SECTION III)	(H)		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)		

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

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

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

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Department of State

Chief Internal Auditor: John L. Greene

Budget Entity: 45010200

Phone Number: 850-245-6195

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
Inspector General Report No. 2011-05	30-Oct-10	STATUS OF CORRECTIVE ACTION(S) REPORT FOR AUDITOR GENERAL REPORT NUMBER 2011-017 DEPARTMENT OF STATE PROCUREMENT & EXPENDITURE	<p>Finding No. 1: The Department did not have in place the tools necessary to allow Department decision makers ready access to the procurement data required for sound contract management.</p> <p>Recommendation No. 1: To ensure Department management has the contract information needed for planning, budgeting, monitoring, and reporting, we recommend that the Department compile and maintain a complete and accurate listing of all Department contracts.</p> <p>Finding No. 2: Department property records were not timely updated for property acquisitions and attractive and sensitive property items were not adequately safeguarded.</p> <p>Recommendation No. 2: To effectively safeguard Department property, as well as the data stored in and transmitted by electronic devices, we recommend that the Department strengthen controls to ensure that property purchased is timely recorded in the property records and that listings of items of an attractive or sensitive nature be maintained for accountability purposes.</p>	<p>The Department of State has developed a spreadsheet that lists of all of the Department's contracts. The list is maintained and updated in the Division of Administrative Services by the Support Services Administrator position. In addition to ensuring that the file is up to date, the position also maintains a copy of each contract.</p> <p>The Department of State is continuing to update its property records as soon as it receives items that must be tagged. The Department has established a process to account for items that are considered attractive and/or sensitive with a purchase price of less than \$1,000.00. The Accounting Services Supervisor in the Division of Administrative Services has been designated as the employee who is responsible for reviewing purchases and ensuring that attractive/sensitive items are added to the property inventory. Items such as laptops are being tagged regardless of cost. Other items are considered on a case-by-case basis. Whenever there is a question regarding the need to</p>	

Finding No. 3: Department procedures for monitoring grantee compliance and enforcing grant requirements continued to be ineffective. Recommendation No. 3: We again recommend that the Department enhance grant monitoring procedures for the Divisions of Cultural Affairs and Historical Resources to ensure that sufficient grant oversight is provided. Such enhancements should: 1.)Ensure that all required grantee reports are reviewed timely and that proper follow-up action is taken when instances of noncompliance are noted. 2.)Ensure that all future grant award agreements between grantees and subcontractors contain required grant provisions. 3.)Ensure that the employee responsible for approving reimbursements of grant expenditures considers the allow ability of the costs prior to authorizing reimbursement. 4.)Ensure that only those expenditures authorized in the grant award agreement and

Finding No. 4: Department application and network security controls continued to need enhancement. RecommendationNo. 4: We again recommend that the Department strengthen certain application and network security controls to reduce the risk of unauthorized access to, modification of, or destruction of information within its grants administration system.

The Division of Historical Resources Grants Program has implemented the corrective procedures delineated in the Division's Response to Auditor General Report Number 2011-017 and incorporated these procedures into the subsequent amendment to Rule 1A-39, FAC. The Division continues to review our internal grant procedures and Rules for additional administrative improvements. A contract review checklist was generated shortly after the audit findings were released and has been in use for all grants with contracts involving vendors, contractors and consultants.

In response to the audit finding that Department needs to strengthen certain application and network security controls to reduce the risk of unauthorized access to, modification of, or destruction of information within its grants administration system, the Division is on schedule to complete the implementation of the following corrective action by June 30, 2011. Improved security controls will be achieved by logging the following actions occurring within the system: ●application/grant status changes (who, when, what) ●user email changes (who, when, what) ●password resets (who, when, what) ●requests for access to organization profile (see 4&5 above) ●creating panelists (see 3 above) ●general

			<p>Finding No. 5: Opportunities remained for improving the tracking of the financial reporting packages required by the Florida Single Audit Act. Recommendation No.5: To enhance the usefulness of the FSAA database as a management tool for monitoring whether FRPs were timely received and reviewed and that corrective actions were taken when necessary and to ensure that reliable information is available for future funding and policy decisions, we recommend that the Department include all applicable information related to State grants and aids in the FSAA database.</p>	<p>The Department has developed a new database which tracks all active CSFA projects, these projects can be tracked by project number, csfa# or by division. Currently the database contains 284 grants and aids projects issued under the FSAA for FY 09-10. 116 projects were reviewed and closed or determined to be exempt from FRP as of February 21. In addition to determine which grants and aid required an FRP. 168 recipients were contacted to obtain documentation verifying the amount</p>
<p>Inspector General Report No. 2011-08</p>	<p>30-Jun-10</p>	<p>Status of Corrective Actions for Office of Inspector General Report No. 2010-003 Audit of the Division of Cultural Affairs American Recovery and Reinvestment Act Funding</p>	<p>Finding No.1:The Division of Cultural Affairs (Division) has insufficient controls in place to properly manage the process of American Recovery and Reinvestment Act (ARRA) funding application review and grant selection. Although the Division has created written procedures for grant application panelists to follow, the Division has not created written procedures regarding the application review and selection of the actual grants for grant Recommendation No. 1:The Division of Cultural Affairs should:</p> <ol style="list-style-type: none"> 1. Develop and periodically update written procedures regarding the grant application and selection process for all types of grants. In the future, if the Division receives special funding for grants, such as the ARRA funding received from the National Endowment for the Arts, specific procedures should be developed that include any special requirements or processes other than the Divisions standard requirements or processes. The developed procedures should contain sufficient detail to provide adequate assurances to management that processes are 2. Ensure that Division staff completes process documentation, such as the staff analysis, according to instructions. 	<p>The Division has updated the written procedures for the review of grant applications, monitoring, and interim and final grant report review. Analysis forms have also been updated. The Program Manager's Procedural Desk Reference was completed in October 2010. A quality assurance process has been developed and is detailed in the Procedural Desk Reference. This manual will also be</p>

3. Institute a quality assurance program that periodically tests the grant application review and selection processes performed by the Division to ensure of all necessary elements have been completed and compliance with the adopted policy and procedure.

Finding No. 2: Our office has determined that the Division of Cultural Affairs's (Division) grant application review process and grant recipient selection process were generally in accordance with available federal and state guidelines. However, while the Division is generally compliant with these guidelines, there are opportunities to improve regarding one of the eligibility requirements. During our review, it was determined that one of the eligibility requirements for a grant applicant was that the organization's grant application proposal should be for salary support, full or partial, for one or more positions that are critical to their artistic mission. Division staff indicated during interviews that the Division did not have a specific procedure to document verification by Division staff that the organization's grant application proposal was for salary support for one or more positions related to their artistic

Recommendation No. 2: The Division of Cultural Affairs should:

1. Ensure that in the future Division staff document and review all grant eligibility requirements are met by applicants prior to panel meeting or scoring. The Division's application review process should include a review of the entire grant application by Division staff since this review may also

uncover conflicts of interest between the
Finding No. 3: A minor deficiency was observed with respect to the Division of Cultural Affairs (Division) selection of the grant recipients at the conclusion of the panel scoring. Review of the panel scoring summary and applicants selected to receive funding revealed that Division provided grant funds to 6 of the 7 Florida regions although their submitted
Recommendation No. 3: The Division of Cultural Affairs should:

The Division has updated the Program Manager Procedural Desk Reference to reflect detailed application review procedures and staff analysis forms where all eligibility criteria are listed. The Procedural Desk Reference requires that Program Managers review each assigned application in its entirety beginning with fiscal year 12-13 cycle, specifically for evident conflicts of interest.

When future one-time non-statutory grant programs become available, the Division will develop a funding methodology and make certain the prescribed funding distribution process is followed.

			1. Ensure that in the future, specific methodologies provided to an organization as part of an application to receive funding, are followed by Division staff.		
Inspector General Report No. 2011-10	3-May-11	Audit of the Department Ethics Policy	<p>Finding 1 – The department complied with the requirements of the Executive Order 11-03 in the following areas:</p> <ul style="list-style-type: none"> · Reviewed and updated the department’s Ethics Policy within the specified deadline · Designated a chief Ethics Officer · Made reasonable efforts to ensure that Executive Management[1] is familiar with ethics, public records and open meeting · Developed a department’s Ethic Policy training webinar that discussed ethics, open meetings and records retention which was offered to staff on two occasions on March 30, 2011 and two occasions on March 31, 2011 · Personnel office developed an · Recorded the webinar and made it <p>Recommendation 1: We recommend the Ethics Officer work to continuously improve the department’s ethics program by coordinating with executive management and appropriate offices to continue an annual webinar on ethics, public records and open meeting requirement; maintain record of attendance; and all new hires</p>	Secretary Browning concurred with the recommendations in the Department of State Ethics Policy Audit Report 2011-010.	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State/4500

Agency Budget Officer/OPB Analyst Name: Barbara Leonard/Marleni Bruner

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

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550

1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y	Y

AUDITS:

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

2. EXHIBIT A (EADR, EXA)

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

3. EXHIBIT B (EXBR, EXB)

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

AUDITS:

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
3.3 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	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.						
4. EXHIBIT D (EADR, EXD)							
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	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.						
5. EXHIBIT D-1 (ED1R, EXD1)							
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y
AUDITS:							
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
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.						

		Program or Service (Budget Entity Codes)					
Action		4501	4510	4520	4530	4540	4550
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.						
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)							
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	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.						
7. EXHIBIT D-3A (EADR, ED3A)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A	N/A	N/A
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	Y	Y	Y	Y	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. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	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.)	N/A	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A	N/A	N/A	N/A	N/A
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:							
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A
7.22	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	Y	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.						
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.						
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.						
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).						

	Program or Service (Budget Entity Codes)					
Action	4501	4510	4520	4530	4540	4550
<p>TIP If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.</p>						

Action	Program or Service (Budget Entity Codes)						
	4501	4510	4520	4530	4540	4550	
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)							
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	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)?	Y	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A	N/A	N/A
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y

	Program or Service (Budget Entity Codes)					
Action	4501	4510	4520	4530	4540	4550
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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	Y	Y	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	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02? DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.						
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y
AUDITS:							
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	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. (SC1R, DEPT)	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!						
TIP Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)						

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.						
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.						
9. SCHEDULE II (PSCR, SC2)							
AUDIT:							
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)							
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)							
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)							
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)							
13.1	NOT REQUIRED FOR THIS YEAR						
14. SCHEDULE VIIIB-2 (EADR, S8B2)							
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Y	Y	Y	Y	Y	Y
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)							
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:							

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y	Y
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y	Y
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
16. MANUALLY PREPARED EXHIBITS & SCHEDULES							
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y	Y
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION							
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.						
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)							
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y	Y
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	Y
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y	Y
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y	Y
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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?	Y	Y	Y	Y	Y	Y
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
18. FLORIDA FISCAL PORTAL							
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)

19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form 					
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