



## FLORIDA DEPARTMENT *of* STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

### LEGISLATIVE BUDGET REQUEST

Department of State  
Tallahassee, FL

October 15, 2012

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

JoAnne Leznoff, 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 2013-14 Fiscal Year. This submission has been approved by Ken Detzner, Secretary of State.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Detzner".

Ken Detzner

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](http://www.dos.state.fl.us)  
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**DEPARTMENT OF STATE**

**DEPARTMENT LEVEL EXHIBITS  
& SCHEDULES**



## FLORIDA DEPARTMENT OF STATE

### Temporary Special Duty - General Pay Additives Implementation Plan for Fiscal Year 2013-2014

#### 1. General Provisions

A “temporary special duties - general” pay additive may be granted to a Career Service employee whose position has been assigned temporary duties and responsibilities not customarily assigned to the position for reasons other than as a result of another employee being absent from work pursuant to the Family and Medical Leave Act or authorized military leave. Circumstances under which a temporary special duty - general pay additive may be granted are:

- (a) the employee is temporarily assigned duties of a vacant position; or
- (b) the employee is temporarily assigned to work on a special project that is outside the normal duties of the employee’s position.

The organizational unit requesting the additive must have sufficient salary rate and dollars to pay the additive.

The employee to whom the additive will be granted must be consistently meeting the established performance standards and expectations for his or her position.

#### 2. Justification

The employee is being required to assume additional duties and responsibilities not customarily assigned to his or her position, in addition to his or her normal job duties and responsibilities, and should be reasonably compensated for having to perform those additional duties and responsibilities.

#### 3. Procedures

The additive must be requested in writing by the Division Director. The request shall include:

- (a) the name, classification and work unit of the employee for whom the additive is being requested;
- (b) a description of the temporary duties and responsibilities that will be assigned to the employee;
- (c) the reason(s) why assignment of the temporary duties and responsibilities is necessary;

(d) the anticipated amount of time the temporary duties and responsibilities will be required; and

(e) the amount of the additive being requested.

The request shall be submitted to the Director of Administrative Services who shall verify that the Division has sufficient salary rate and dollars to pay the additive. If approved by the Director of Administrative Services, the request shall be submitted to the Deputy Secretary for review and approval. If approved by the Deputy Secretary, the request shall be submitted to the Assistant Secretary for final review. The Deputy Secretary and Assistant Secretary shall determine whether assignment of the temporary special duties and granting the additive to the employee is necessary to enable the Department to perform mission critical functions.

4. Period of Time Additive May Be In Effect

The period of time the additive may be in effect will vary depending upon the specific circumstances under which the additive is implemented. The additive may be approved for up to six (6) months, unless an extension is granted; provided, however, that if the additive will be in effect for more than 90 days, the Department will review the circumstances under which the additive was implemented at the end of the 90-day period. If the circumstances under which the additive was granted have changed, the additive shall be removed or adjusted as appropriate.

An extension of the additive may be granted upon written approval by the Director of Administrative Services, Deputy Secretary and Assistant Secretary based on documented justification that continuation of the temporary special duties and additive is necessary to enable the Department to perform mission critical functions.

5. Effective Date of Additive

The effective date of the additive will be the first day the additional duties are assigned, unless a different date is required by an applicable collective bargaining agreement then in effect.

6. Amount of Additive

The amount of the additive may not exceed ten percent (10%) of the employee's current base rate of pay, unless a higher amount is approved by the Director of Administrative Services, Deputy Secretary and Assistant Secretary based on documented justification of the need for a higher rate.

7. Classes and Number of Positions Affected

The classes and number of positions that might be approved for a temporary special duty-general pay additive during FY 2013-2014 is unknown. No temporary special duty-general pay additives were approved by the Department during FY 2011-2012.

8. Historical Data

The temporary special duty pay additive was first implemented by the Department on or about 1999. No temporary special duty-general pay additives were approved by the Department during FY 2011-2012.

9. Estimated Annual Cost

The Department estimates that the annual cost of the additive will not exceed \$15,000. (Note: Because this additive is not being requested for an entire class of positions, and the Department has no historical data regarding past implementation of this additive, no specific salary estimates can be provided at this time.)

10. Collective Bargaining Units Impacted

Employee units covered by the AFSCME Master Contract will be impacted in accordance with Article 21 (Out of Title Work):

(A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and actually performs a major portion of the duties of a higher level position, irrespective of whether the higher level position is funded, for a period of time more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Personnel Rules, beginning with the 23<sup>rd</sup> day.

(B) Employees being paid at a higher rate while temporarily filling a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary employment in the higher broadband level is ended.

Non-Strategic IT Service: <b>Network Service</b>					
Dept/Agency: <b>Department of State</b>					
Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin</b>		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.50		\$37,389
A-1.1	State FTE	1	0.50		\$37,389
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$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
<b>C. Software</b>		6			\$60,847
<b>D. External Service Provider(s)</b>					\$65,149
D-1	MyFloridaNet	6			\$65,149
D-2	Other (Please specify in Footnote Section below)				\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$166,765</b>
<b>G. Please identify the number of users of the Network Service</b>					<b>0</b>
<b>H. How many locations currently host IT assets and resources used to provide LAN services?</b>					<b>10</b>
<b>I. How many locations currently use WAN services?</b>					<b>10</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	POS #992 50%				
2	DNS servers (Florida1), network administration servers (3-DOSwNetAdmin3, CCFSDNA, DOSsMonitor2)				
3	HP server amintenance (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) - \$3151.60 - A67374, Groundwork Monitor - \$7760.00 - A5C2C5, Cisco Maint. \$49,455.05 - A63810, MS Premier Support (4 servers @ 54.50/unit) = \$218.00 - A6366A (MS Premier Support was derived by dividing the total MS Premier cost (\$60,170) by total units supported (1104), MS Enterprise Agreement (4 servers @ 65.58/unit)= \$262.32 - A63876 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost (\$72,405) by total units supported (1104), SunCom MAN charges for the CCF - \$65,149.49.				
+	(H) 10 locations: NWD_DOS, Gray, Clifton, Records, Mission San Luis, Knott House, Martin House, Grove, Brokaw-MacDougal House, Capital (Admin. Code)				
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Non-Strategic IT Service: <b>E-Mail, Messaging, and Calendaring Service</b>					
Agency: <b>Department of State</b> Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin</b> Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>			# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					
A-1	State FTE	1	0.50		\$30,023
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		
<b>B. Hardware</b>					
B-1	Servers	2	4	4	\$12,223
B-2	Server Maintenance & Support	2	4	4	\$11,900
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)	5	79	79	\$47,588
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
<b>C. Software</b>					
		4			\$480
<b>D. External Service Provider(s)</b>					
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
<b>E. Other (Please describe in Footnotes Section below)</b>					
					\$0
<b>F. Total for IT Service</b>					
					\$103,231
<b>G. Please provide the number of user mailboxes.</b>					461
<b>H. Please provide the number of resource mailboxes.</b>					121
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	POS #444 - 25% POS #252 - 25%				
2	Though servers are provided by NSRC we utilize 4 for email. (DossMail03, Dossmail01, DOS3wOWA1, Bbserver) Lease of servers from NSRC monthly (4x254.6399)x12=\$12,222.60. Ironport maintenance & support - \$11,900 (A6285B)				
3	Storage is on NSRC equipment as part of contract.				
4	MS Premier Support (4 servers @ 54.50/unit) = \$218.00 - A6366A (MS Premier Support was derived by dividing the total MS Premier cost (\$60,170) by total units supported (1104), MS Enterprise Agreement (4 servers @ 65.58/unit)=\$262.32 - A63876 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost (\$72,405) by total units supported (1104).				
5	Aircards (32@37.99x12) \$14,588.16, 37 Cell phones, 42 iPhones = (\$2750.00/mo x 12) = \$33,000.00				
6					
7					
8	***The current impasse on the email is creating hardships in the Department.***				
9					

Non-Strategic IT Service:		Desktop Computing Service			
Agency: <b>Department of State</b>		# of Assets & Resources			
Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin</b>		Apportioned to this IT Service in FY 2013-14			
Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			6.75		\$369,232
A-1	State FTE	1	6.75		\$369,232
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			1026	102	\$86,111
B-1	Servers	2	2	2	\$6,111
B-2	Server Maintenance & Support	3	0	0	\$0
B-3.1	Desktop Computers	4	499	100	\$80,000
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
<b>C. Software</b>		6			\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$455,343</b>
<b>G. Please identify the number of users of this service.</b>					<b>485</b>
<b>H. How many locations currently use this service?</b>					<b>9</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	POS #252 - 75%, POS #322 - 100%, POS #586 - 50%, POS #444 - 50%, POS #788 - 100%, POS #675 - 100%, POS #945282 - 100%, POS #430 - 100%.				
2	Sophos support server CCFsNetSec02(1), WSUS and Spy Sweeper support server CCFWSUS(1), Lease of servers rom NSRC monthly (2x254.6399)x12= \$6,111.358.				
3	Though servers are provided by the NSRC we utilize 2. See footnote #2.				
4	Department plans to replace 100 desktops for FY 13/14 at a cost of \$800 each.				
5	System Mgt Workstation, Printer, Scanners, etc.				
6	MS Premier Support (4 servers @ 54.50/unit) = \$218.00 - A6366A (MS Premier Support was derived by dividing the total MS Premier cost (\$60,170) by total units supported (1104), MS Enterprise Agreement (4 servers @ 65.58/unit)=\$262.32 - A63876 (MS Enterprise Agreement was derived by dividing total MS Enterprise cost (\$72,405) by total units supported (1104).				
7	(H) 9 locations: Gray, Clifton, Records, Mission San Luis, Knott House, Martin House, Grove, Brokaw-MacDougal House, Capital (Admin. Code)				
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Non-Strategic IT Service:		Helpdesk Service			
Agency: <b>Department of State</b>		# of Assets & Resources			
Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin Services)</b>		Apportioned to this IT Service in FY 2013-14			
Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>		Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			0.00		\$0
A-1	State FTE		0.00		\$0
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					\$0
<b>G. Please identify the number of users of this service.</b>					0
<b>H. How many locations currently host IT assets and resources used to provide this service?</b>					0
<b>I. What is the average monthly volume of calls/cases/tickets?</b>					0
<b>J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	The Department provides no Help Desk service.				
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Non-Strategic IT Service: <b>IT Security/Risk Mitigation Service</b>					
Agency: <b>Department of State</b> Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin)</b> Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>			# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning -- Assets & Resources (Cost Elements)				Footnote Number	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
			Number used for this service	Number w/ costs in FY 2013-14	
<b>A. Personnel</b>			1.00		\$68,242
A-1	State FTE	1	1.00		\$68,242
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			10	0	\$18,658
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
<b>C. Software</b>			5		\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$86,900</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	POS #992 - 50%, POS #058 - 25%, POS #444 - 25%				
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)x 12 = \$15,278.39				
5	Sophos anti-virus - \$8,700 A63295, MS Premier Support (4 servers @ 54.50/unit) = \$218.00 - A6366A (MS Premier Support was derived by dividing the total MS Premier cost (\$60,170) by total units supported (1104), MS Enterprise Agreement (4 servers @ 65.58/unit)=\$262.32 - A63876 (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:		Agency Financial and Administrative Systems Support Service			
Agency: <b>Department of State</b>		# of Assets & Resources			
Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin</b>		AppORTioned to this IT Service in FY 2013-14			
Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>					
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			1.75		\$88,671
A-1	State FTE	1	1.75		\$88,671
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			1	1	\$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
<b>C. Software</b>		4			\$0
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$0
<b>F. Total for IT Service</b>					<b>\$91,727</b>
<b>G. Please identify the number of users of this service.</b>					<b>0</b>
<b>H. How many locations currently host agency financial/administrative systems?</b>					<b>0</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	POS #854 - 50%, POS #281 - 75%, POS #586 - 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	MS Premier Support (4 servers @ 54.50/unit) = \$218.00 - A6366A (MS Premier Support was derived by dividing the total MS Premier cost (\$60,170) by total units supported (1104), MS Enterprise Agreement (4 servers @ 65.58/unit)= \$262.32 - A63876 (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: <b>IT Administration and Management Service</b>				
Agency: <b>Department of State</b> Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin</b> Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>			# of Assets & Resources Apportioned to this IT Service in FY 2013-14	
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>		3.75		\$362,531
A-1 State FTE	1	3.75		\$362,531
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>		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
<b>C. Software</b>	4			\$0
<b>D. External Service Provider(s)</b>		0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>				\$0
<b>F. Total for IT Service</b>				<b>\$371,698</b>
<b>G. How many locations currently host assets and resources used to provide this service?</b>				<b>0</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	POS #750 - 100%, POS #854 - 50%, POS #892 - 100%, POS #011 - 25%, POS #305 - 100%			
2	HP servers (3) - SQL server for Heat(DOSsProdHEAT), File server for software (Dossmain) and documentation (CCFFs1DOS) 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 @ 54.50/unit) = \$218.00 - A6366A (MS Premier Support was derived by dividing the total MS Premier cost (\$60,170) by total units supported (1104), MS Enterprise Agreement (4 servers @ 65.58/unit)=\$262.32 - A63876 (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: <b>Department of State</b>		Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	# of Assets & Resources Apportioned to this IT Service In FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
Prepared by: <b>Larry Aultman (CIO) &amp; John Boynton (Deputy Secretary of Admin Se</b>								
Phone: <b>(850) 245-6116 &amp; (850) 245-6605</b>								
<b>A. Personnel</b>					10.75			\$674,211
A-1.1	State FTE	1	9.25					\$622,371
A-2.1	OPS FTE	2	1.50					\$51,840
A-3.1	Contractor Positions (Staff Augmentation)		0.00					\$0
<b>B. Hardware</b>								\$67,225
B-1	Servers	3,4	22	0				\$67,225
B-2	Server Maintenance & Support	4	0	0				\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)	5	0	0				\$0
<b>C. Software</b>		6						\$933
<b>D. External Service Provider(s)</b>		4	0	0				\$0
<b>E. Other (Please describe in Footnotes Section below)</b>								\$0
<b>F. Total for IT Service</b>								<b>\$742,369</b>
<b>G. Please identify the number of Internet users of this service.</b>								<b>160,000,000</b>
<b>H. Please identify the number of intranet users of this service.</b>								<b>485</b>
<b>I. How many locations currently host IT assets and resources used to provide this service?</b>								<b>1</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>							
1	POS #604 - 100%, POS #534 - 100%, POS #708 - 100%, POS #237 - 100%, POS #1010 - 100%, POS #089 - 100%, POS #918 - 100%, POS #228 - 100%, POS #995 - 100%, POS #027 - 25%.							
2	POS #945428 - 100%, POS #945425 - 50%							
3	HP servers (3) - SQL server for HEAT(DOSsProdHEAT), File server for software (Dossmain) and documentation (CCFFs1DOC) HP server amintenance (3 servers) - (22 x 254.63999 x 12) = \$67,224.84							
4	Though servers are provided by the NSRC we utilize 22. See footnote #3.							
5	Items in this question are included in Network tab.							
6	dtSearch \$933.32 - A579F8							
7								
8								
9								
10								
11								
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Non-Strategic IT Service: <b>Data Center Service</b>				
Dept/Agency: <b>Department of State</b>		# of Assets & Resources Apportioned to this IT Service In FY 2013-14		
Prepared by: <b>Larry Aultman (CIO) &amp; Barbara Leonard (Budget Director)</b>				
Phone: <b>(850) 245-6116 &amp; (850) 245-6201</b>				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b> (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)				
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>B. Hardware</b>				
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)	3	0	\$0
B-2	Servers - Mainframe		0	\$0
B-3	Server Maintenance & Support		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
<b>C. Software</b>				
<b>D. External Service Provider(s)</b>				
D-1	Southwood Shared Resource Center (indicate # of Board votes)		0	\$0
D-2	Northwood Shared Resource Center (indicate # of Board votes)		1	\$1,158,071
D-3	Northwest Regional Data Center (indicate # of Board votes)		0	\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)			\$0
<b>E. Plant &amp; Facility</b>				
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
<b>F. Other</b> (Please describe in Footnotes Section below)				
<b>G. Total for IT Service</b>				<b>\$1,158,071</b>
<b>H. Please provide the number of agency data centers.</b>				<b>0</b>
<b>I. Please provide the number of agency computing facilities.</b>				<b>0</b>
<b>J. Please provide the number of single-server installations.</b>				<b>6</b>
<b>H. Footnotes</b> - 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.			
4				
5				
6				
7				
8				
9				



## Schedule VII: Agency Litigation Inventory

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

<b>Agency:</b>	Department of State		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>Kurt S. Browning, Secretary of State v. Angelfish Swim School, et al.</i>		
<b>Court with Jurisdiction:</b>	Third District Court of Appeal		
<b>Case Number:</b>	3D10-1611		
<b>Summary of the Complaint:</b>	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.		
<b>Amount of the Claim:</b>	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.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	Sections 607.193, 607.0122, Florida Statutes		
<b>Status of the Case:</b>	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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>	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.*

<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>W. Lowell Bray, Jr., et al. v. Kurt S. Browning, Secretary of State.</i>		
<b>Court with Jurisdiction:</b>	First District Court of Appeal		
<b>Case Number:</b>	1D11-5548		
<b>Summary of the Complaint:</b>	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.		
<b>Amount of the Claim:</b>	\$ 29,016 in qualifying fees, plus costs.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	§ 105.031, Florida Statutes		
<b>Status of the Case:</b>	On September 18, 2011, the trial court entered judgment in favor of the Secretary of State on all counts. That judgment was timely appealed by the Plaintiffs. Appellate briefing is concluded. Oral argument is scheduled for October 16, 2012.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>	N/A		

## Schedule VII: Agency Litigation Inventory

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<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>State of Florida v. United States of America and Eric Holder, in his official capacity as Attorney General of the United States</i>		
<b>Court with Jurisdiction:</b>	United States District Court for the District of Columbia		
<b>Case Number:</b>	1:11-cv-01428		
<b>Summary of the Complaint:</b>	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.		
<b>Amount of the Claim:</b>	\$ 0		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	§ 97.0575; § 100.371; § 101.045; § 101.657, Florida Statutes		
<b>Status of the Case:</b>	Each of the four sets of voting changes has received preclearance under Section 5 of the Voting Rights Act, either from the Court or the United States Department of Justice. The parties are engaged in discussions regarding the form of the Court’s final judgment.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

## Schedule VII: Agency Litigation Inventory

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

<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>Andrew Worley et al, v. Kenneth W. Detzner, in his official capacity as Florida Secretary of State, et al.</i>		
<b>Court with Jurisdiction:</b>	United States Court of Appeals for the Eleventh Circuit		
<b>Case Number:</b>	12-14074-A		
<b>Summary of the Complaint:</b>	Complaint seeking declaratory judgment that Florida’s statutes regulating ballot-issue political committees violate the First Amendment to the United States Constitution.		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	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		
<b>Status of the Case:</b>	<p>On July 2, 2012, the United States District Court entered an order granting summary judgment to the Secretary of State on all but one of the Plaintiffs’ claims.</p> <p>The Court granted summary judgment to the Plaintiffs on their First Amendment challenge to section 106.08(4), Florida Statutes (prohibiting political committees from paying for advertisements advocating the passage or defeat of a ballot issue with contributions received during the last five days before the vote), but only if those contributions have been fully disclosed in a filing properly made with the Division of Elections.</p> <p>Plaintiffs filed a timely appeal to the Eleventh Circuit. Their Initial Brief will be filed in October 2012.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that</b>	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	

apply.		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).		

*Office of Policy and Budget – July 2012*

## Schedule VII: Agency Litigation Inventory

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<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>Congresswoman Corrine Brown et al. v. Ken Detzner</i>		
<b>Court with Jurisdiction:</b>	United States District Court for the Middle District of Florida		
<b>Case Number:</b>	3:12-cv-852		
<b>Summary of the Complaint:</b>	Declaratory judgment action seeking determination that Florida’s early voting statute, § 101.657, Fla. Stat. (2012), violates the First, Fourteenth, and Fifteenth Amendments to the United States Constitution and Section 2 of the Voting Rights Act.		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	§ 101.657, Fla. Stat.		
<b>Status of the Case:</b>	On September 24, 2012, the Court entered an Order Denying Plaintiffs’ Motion for a Preliminary Injunction after concluding that Plaintiffs had not demonstrated a substantial likelihood of success on the merits.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

## Schedule VII: Agency Litigation Inventory

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<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>William Telli v. Kenneth W. Detzner et al.</i>		
<b>Court with Jurisdiction:</b>	Fourth District Court of Appeal		
<b>Case Number:</b>	4D12-3303		
<b>Summary of the Complaint:</b>	Declaratory judgment action challenging certification of “closed primary” due to presence of write-in opposition.		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	§ 101.021, Fla. Stat.		
<b>Status of the Case:</b>	<p>On August 20, 2012, the trial court granted the Secretary of State’s motion and dismissed the Complaint with prejudice.</p> <p>Plaintiffs filed a timely appeal to the Fourth District Court of Appeal. Briefing is ongoing.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

## Schedule VII: Agency Litigation Inventory

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

<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>Mi Familia Vota Education Fund et al. v. Detzner</i>		
<b>Court with Jurisdiction:</b>	United States District Court for the Northern District of Florida		
<b>Case Number:</b>	8:12-cv-1294		
<b>Summary of the Complaint:</b>	Section 5 enforcement action seeking order requiring preclearance submission of Secretary of State’s procedures for identifying non-citizens on voter registration rolls		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>	The Secretary of State has filed an Answer to Plaintiffs’ First Amended Complaint.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

## Schedule VII: Agency Litigation Inventory

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<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>United States of America v. Detzner et al.</i>		
<b>Court with Jurisdiction:</b>	United States District Court for the Northern District of Florida		
<b>Case Number:</b>	4:12-cv-285		
<b>Summary of the Complaint:</b>	Declaratory judgment action seeking determination that Florida's removal of non-citizens from the voter registration rolls within 90 days of a federal election violates the National Voter Registration Act.		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>	<p>On June 28, 2012, the Court entered an Order denying Plaintiff's Motion for a Temporary Restraining Order.</p> <p>On September 27, 2012, the parties filed a joint motion to stay all proceedings until after the General Election.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			



## Schedule VII: Agency Litigation Inventory

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<b>Agency:</b>	<b>Department of State</b>		
<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>Karla Vanessa Arcia et al. v. Ken Detzner</i>		
<b>Court with Jurisdiction:</b>	United States District Court for the Southern District of Florida		
<b>Case Number:</b>	1:12-cv-22282		
<b>Summary of the Complaint:</b>	Declaratory judgment action alleging that Florida’s removal of non-citizens from the voter registration rolls within 90 days of a federal election violates the National Voter Registration Act.		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>	On October 1, 2012, the Court heard argument on Plaintiffs’ Motion for a Preliminary Injunction. The parties are awaiting the Court’s decision.		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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	
<b>If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).</b>			

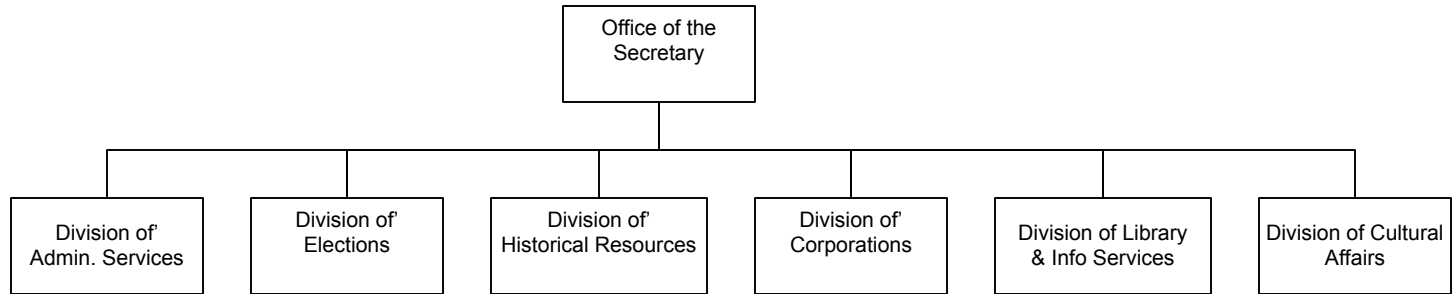
## Schedule VII: Agency Litigation Inventory

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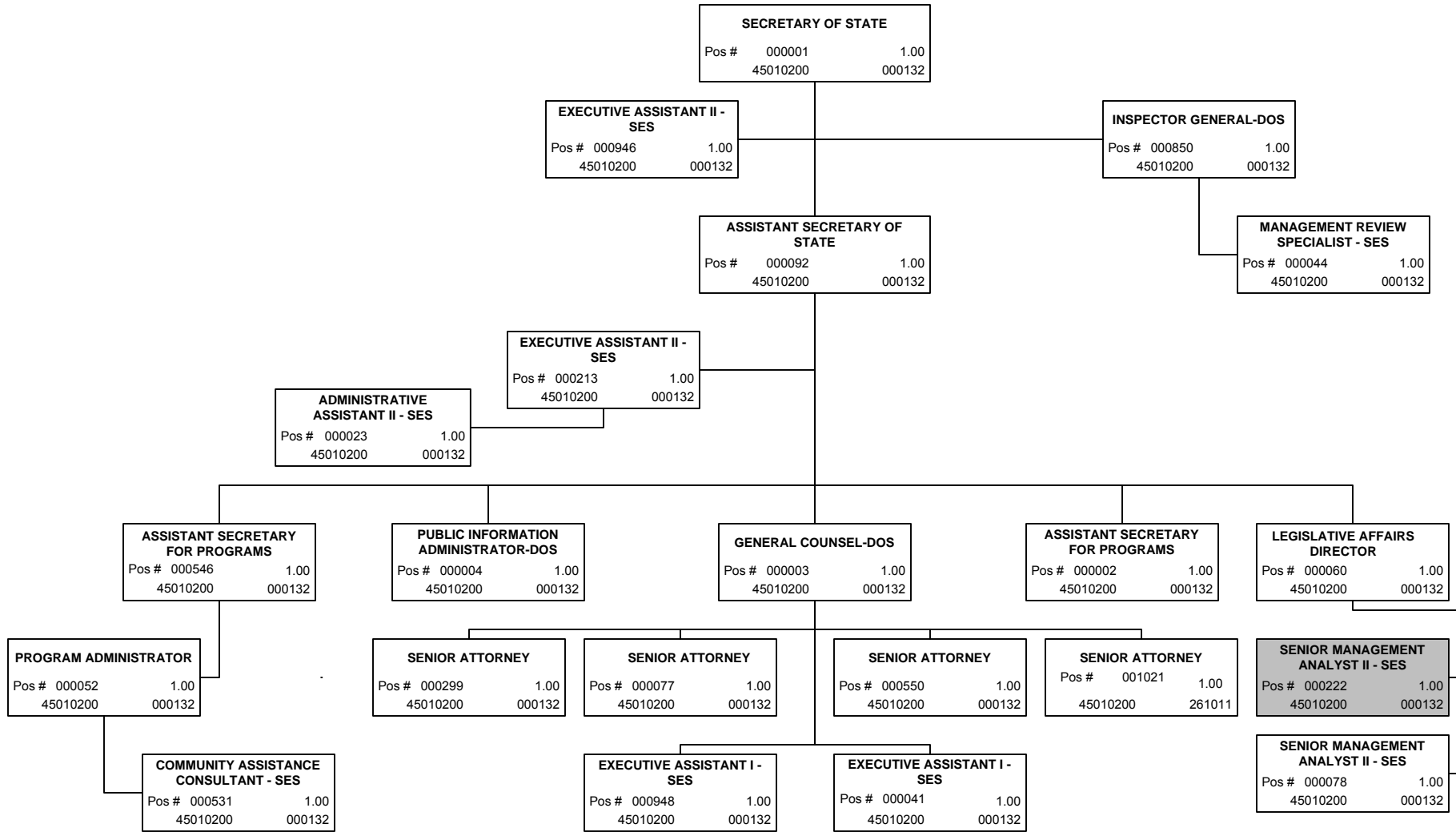
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<b>Contact Person:</b>	Daniel Nordby	<b>Phone Number:</b>	245-6536
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	<i>League of Women Voters of Florida et al. v. Kenneth W. Detzner et al.</i>		
<b>Court with Jurisdiction:</b>	United States District Court for the Northern District of Florida		
<b>Case Number:</b>	4:11-cv-628		
<b>Summary of the Complaint:</b>	Challenge to 2011 amendments to third-party voter registration law under First and Fourteenth Amendments to the United States Constitution, National Voter Registration Act, Voting Rights Act.		
<b>Amount of the Claim:</b>	The Complaint seeks an award of costs and attorney’s fees but does not otherwise seek monetary damages.		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>	§ 97.0575, Fla. Stat. (2011).		
<b>Status of the Case:</b>	<p>On May 31, 2012, the Court entered an order granting in part and denying in part Plaintiffs’ motion for a preliminary injunction. The 48-hour delivery, sworn statement, and monthly reporting provisions were enjoined; the identification number, electronic filing, Attorney-General enforcement, and discretionary fine-waiver provisions were not enjoined.</p> <p>On August 30, 2012, the Court entered a permanent injunction largely consistent with the preliminary injunction, as clarified by agreement of the parties.</p>		
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>	<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).	
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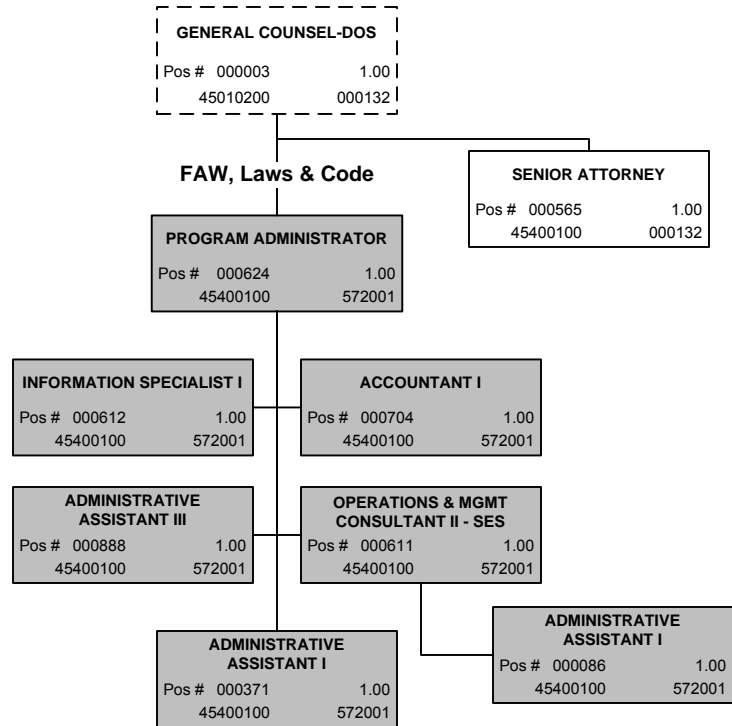
**Department of State  
Organizational Units  
(407.00 FTE)**



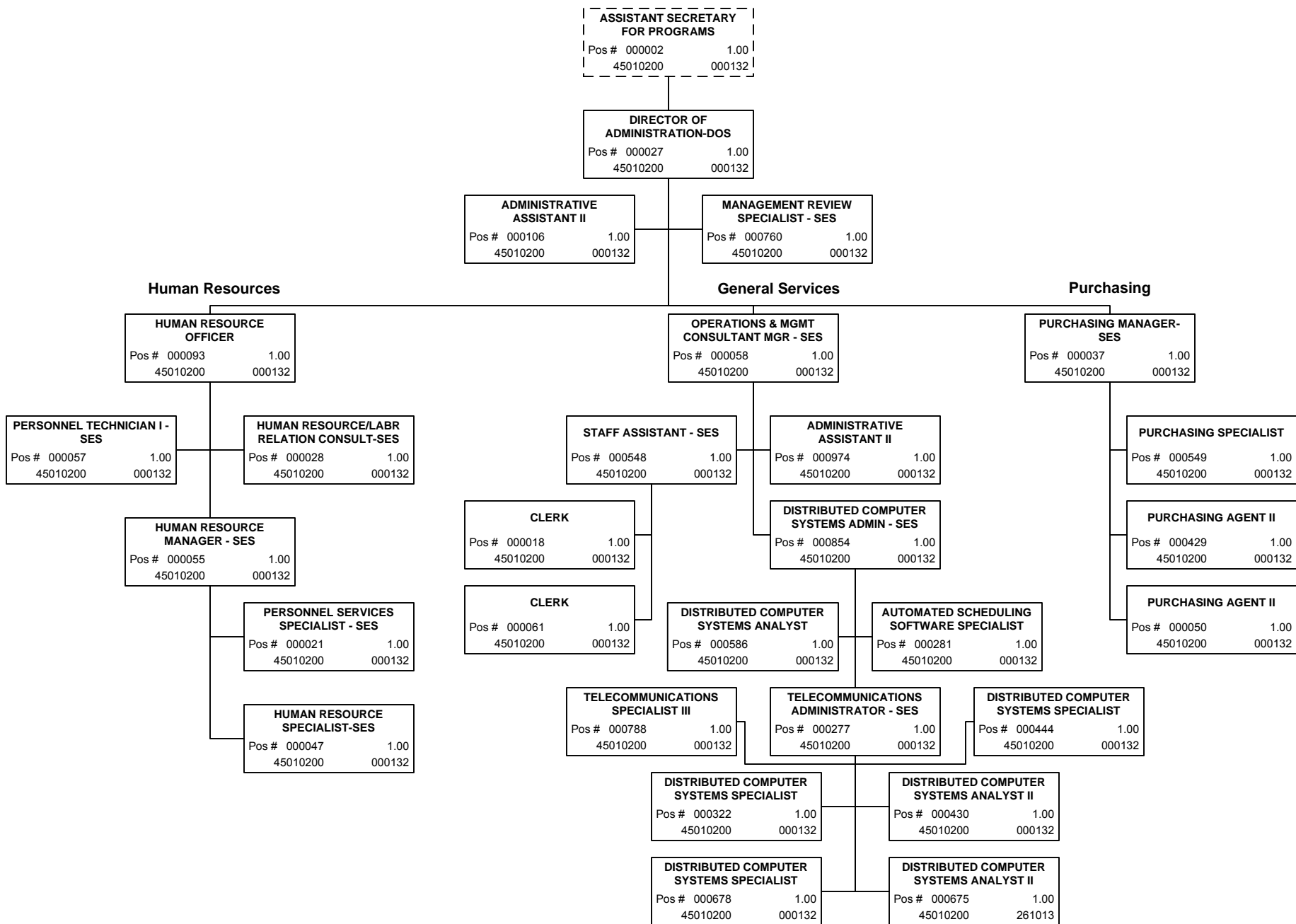
**Department of State  
Office of the Secretary**



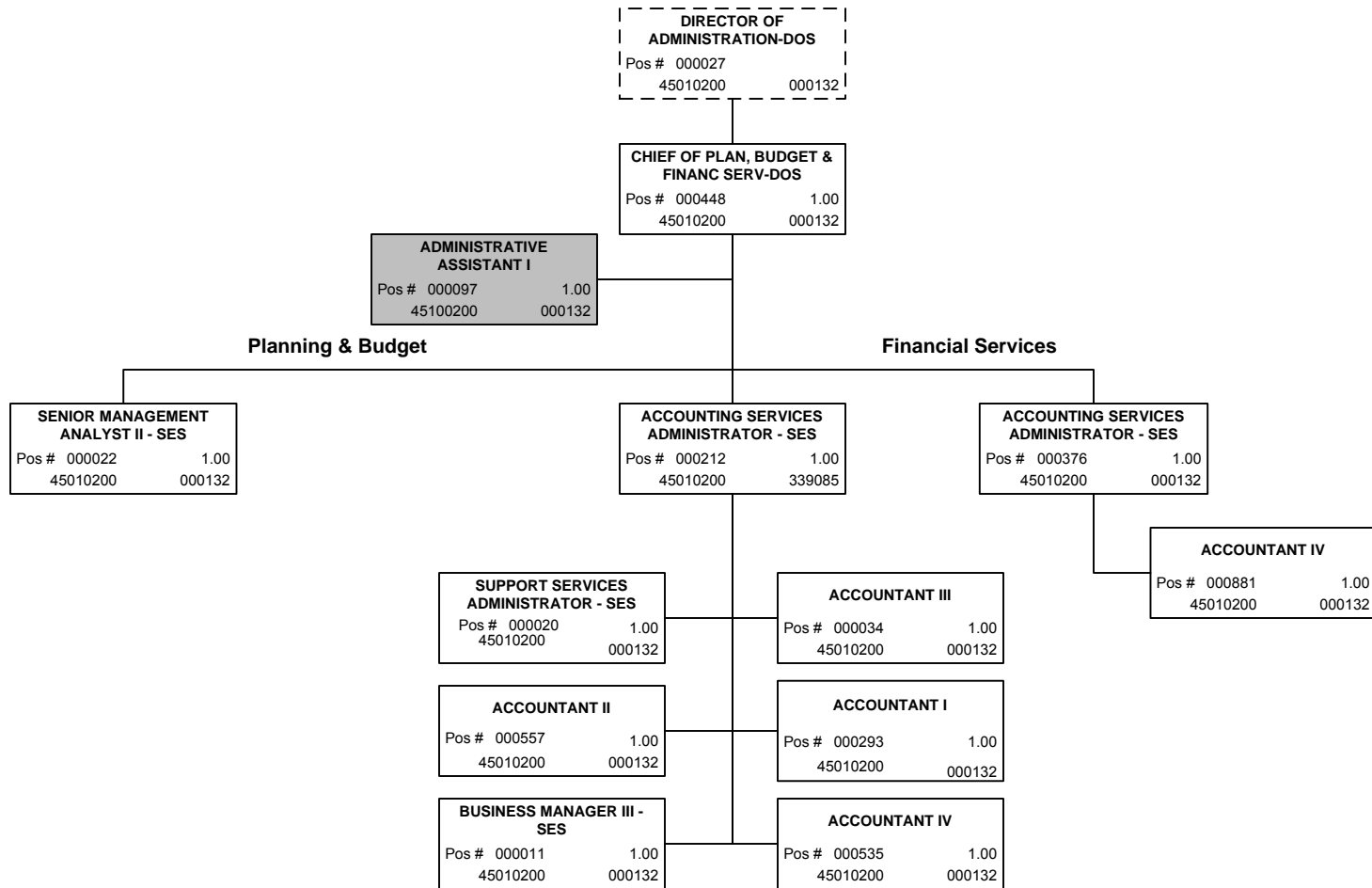
**Department of State  
Office of the Secretary (Page 2 of 2)**



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

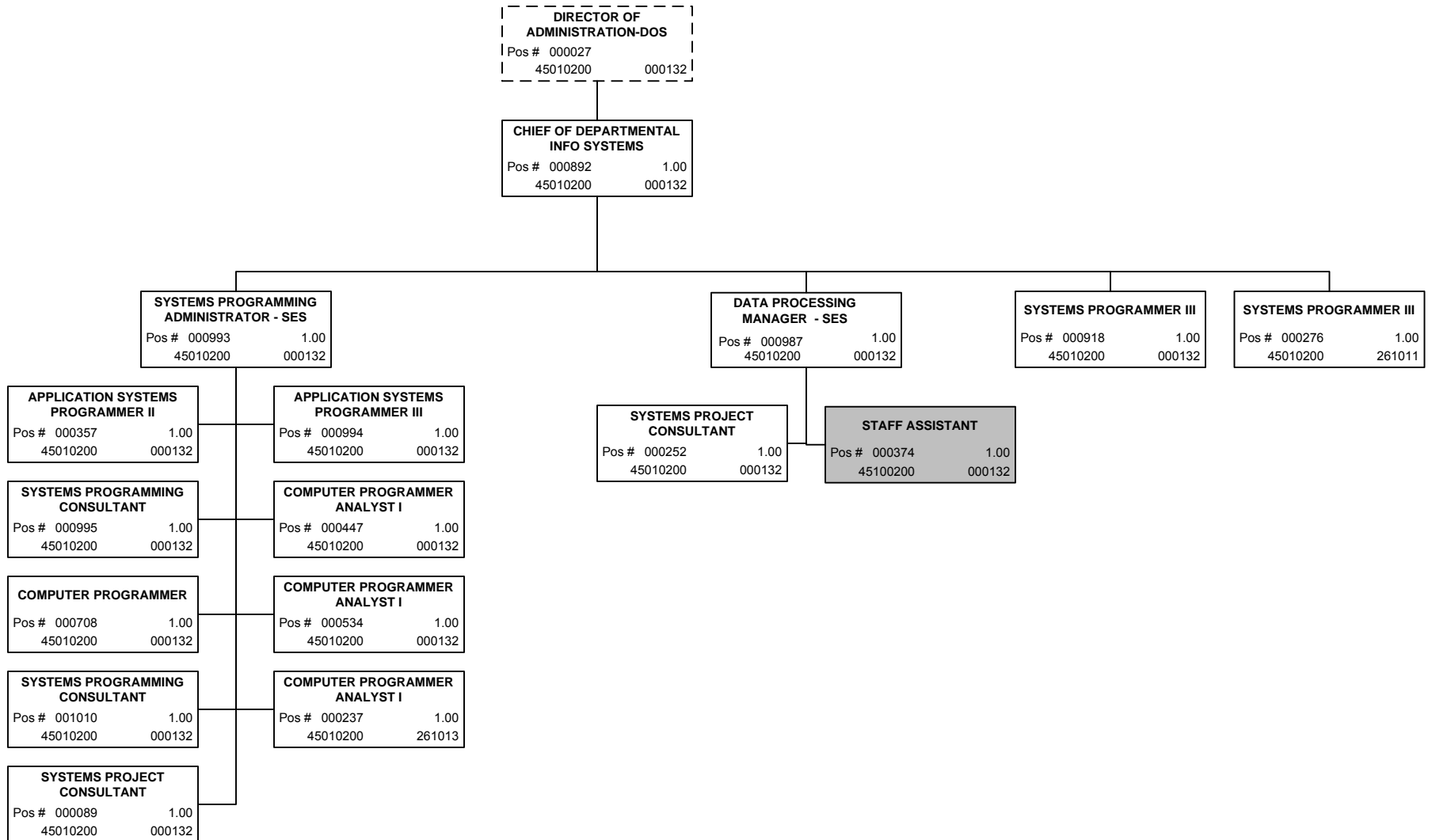


**Department of State  
Division of Administrative Services  
Bureau of Planning, Budget & Financial Services**

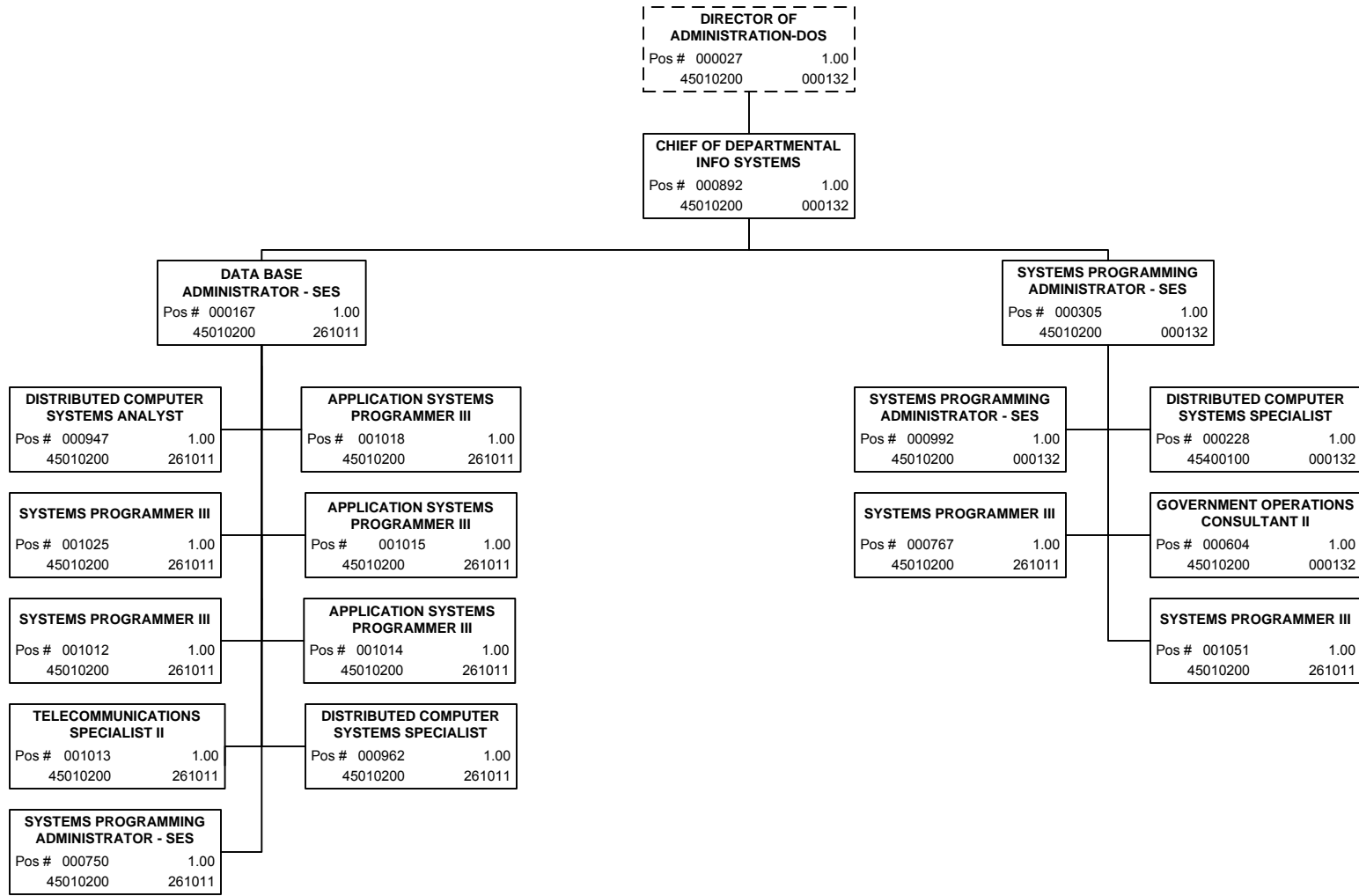




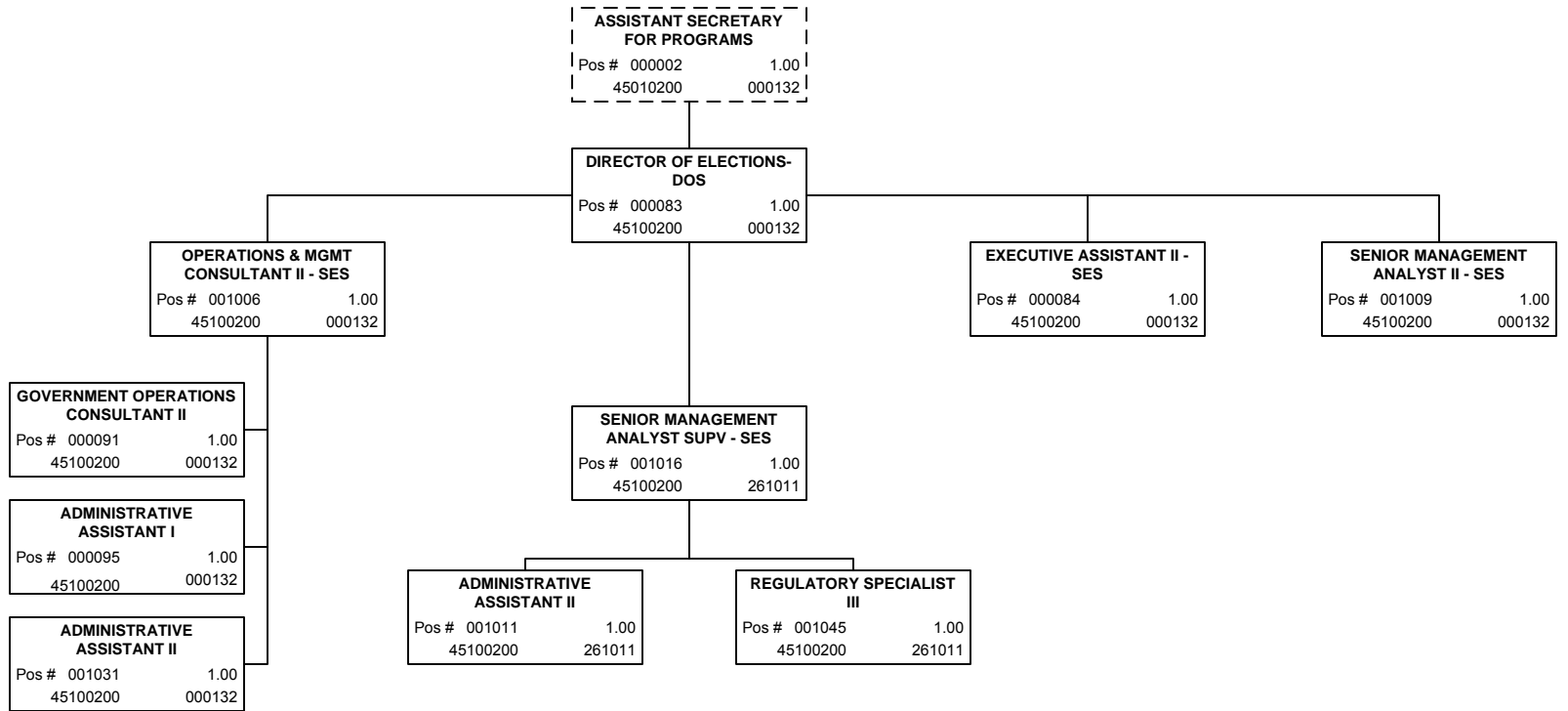
**Department of State**  
**Division of Administrative Services**  
**Bureau of Departmental Information Systems (Page 1 of 2)**



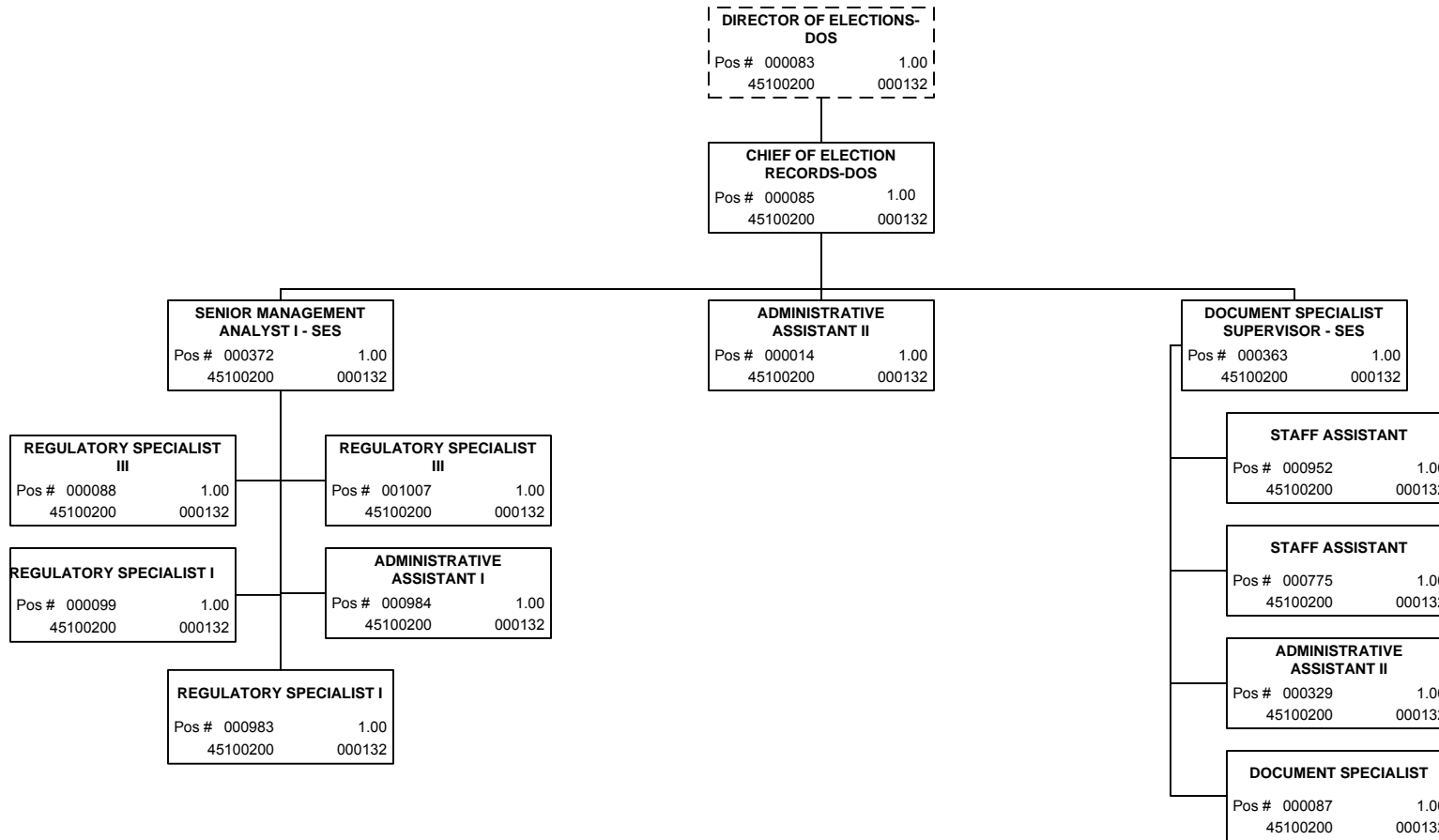
**Department of State**  
**Division of Administrative Services**  
**Bureau of Departmental Information Systems (Page 2 of 2)**



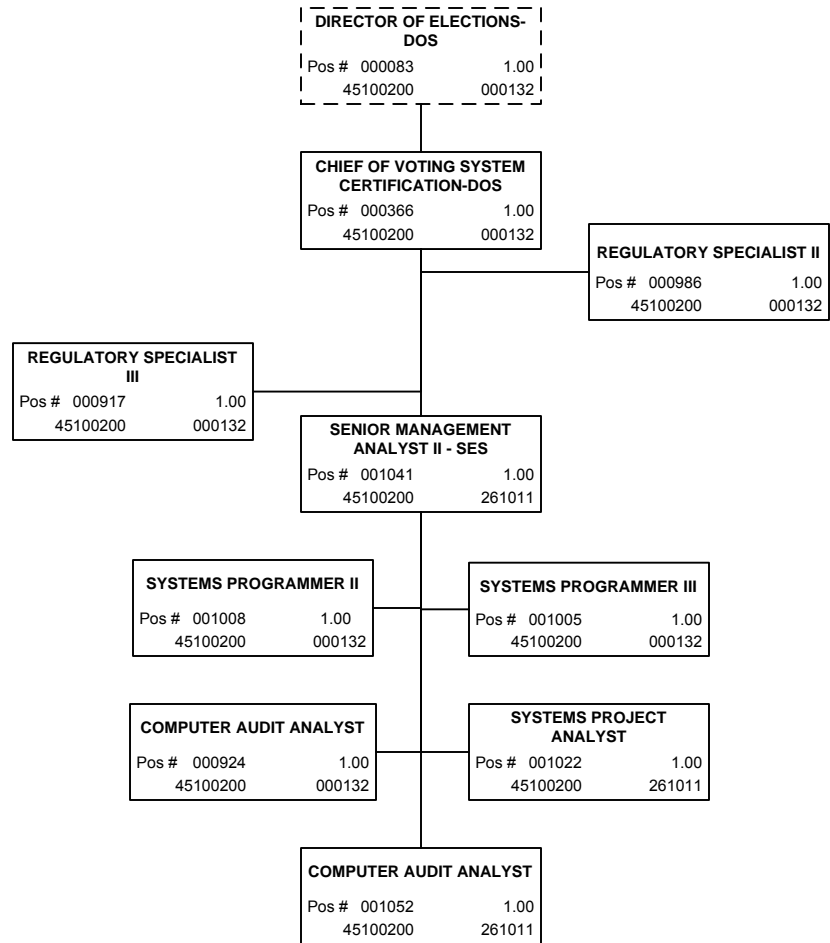
**Department of State  
Division of Elections  
Office of the Division Director**



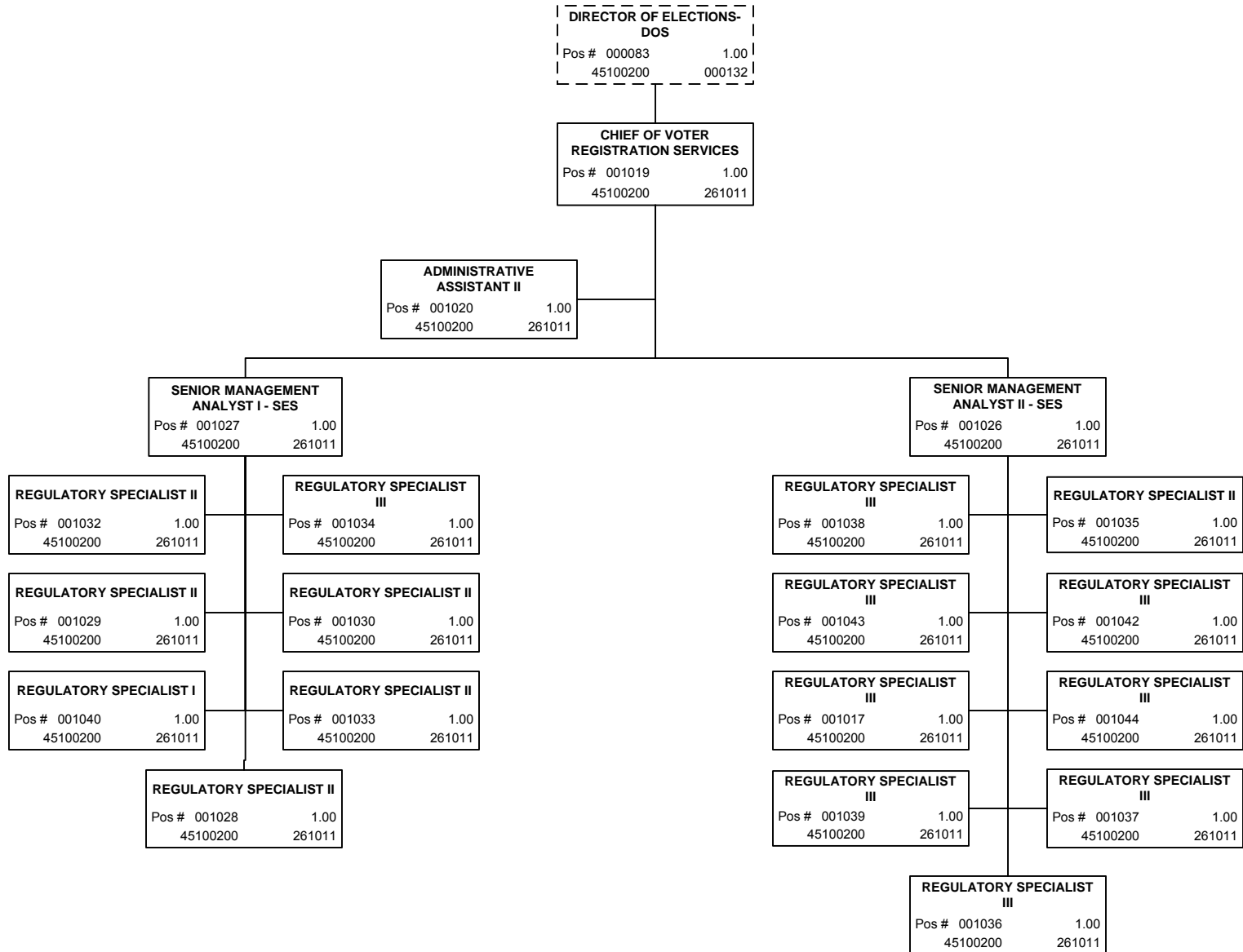
**Department of State  
Division of Elections  
Bureau of Election Records**



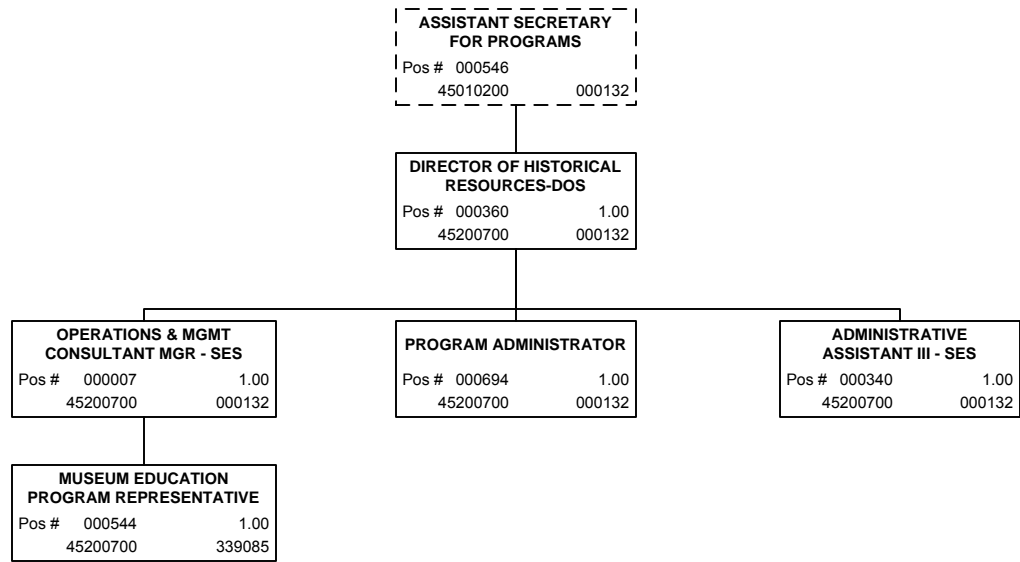
**Department of State  
Division of Elections  
Bureau of Voting Systems Certification**



**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**

DIRECTOR OF HISTORICAL  
RESOURCES-DOS  
Pos # 000360  
45200700 339085

CHIEF OF HISTORIC  
PRESERVATION-DOS  
Pos # 000206 1.00  
45200700 000132

ADMINISTRATIVE  
ASSISTANT II - SES  
Pos # 000220 1.00  
45200700 000132

CLERK  
Pos # 000681 1.00  
45200700 000132

**Hist Pres Compliance Review &  
FL Site File Maintenance**

**Survey & Registration/Arch Preservation & Grants**

**Statewide Education & Folklife Programs**

ARCHITECT SUPERVISOR -  
SES  
Pos # 000193 1.00  
45200700 000132

HISTORIC  
PRESERVATIONIST SUPV -  
SES  
Pos # 000331 1.00  
45200700 000132

HISTORIC  
PRESERVATIONIST SUPV -  
SES  
Pos # 000353 1.00  
45200700 000132

EDITORIAL SUPERVISOR -  
SES  
Pos # 000225 1.00  
45200700 000132

ARCHITECT  
Pos # 000617 1.00  
45200700 000132

HISTORIC  
PRESERVATIONIST SUPV -  
SES  
Pos # 000218 1.00  
45200700 000132

HISTORIC  
PRESERVATIONIST  
Pos # 000373 1.00  
45200700 000132

HISTORIC  
PRESERVATIONIST  
Pos # 000380 1.00  
45200700 000132

DATA BASE  
ADMINISTRATOR - SES  
Pos # 000352 1.00  
45200700 339085

HISTORIAN III  
Pos # 001050 1.00  
45200700 339085

COMMUNITY ASSISTANCE  
CONSULTANT  
Pos # 000238 1.00  
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GRANTS SPECIALIST IV-SES  
Pos # 000543 1.00  
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HISTORIC  
PRESERVATIONIST  
Pos # 000309 1.00  
45200700 000132

HISTORIC  
PRESERVATIONIST  
Pos # 000194 1.00  
45200700 000132

ADMINISTRATIVE  
ASSISTANT II - SES  
Pos # 000625 1.00  
45200700 339085

HISTORIC PRESERVATION  
GRANTS SPECIALIST  
Pos # 000618 1.00  
45200700 000132

HISTORIC SITES SPECIALIST  
Pos # 000330 1.00  
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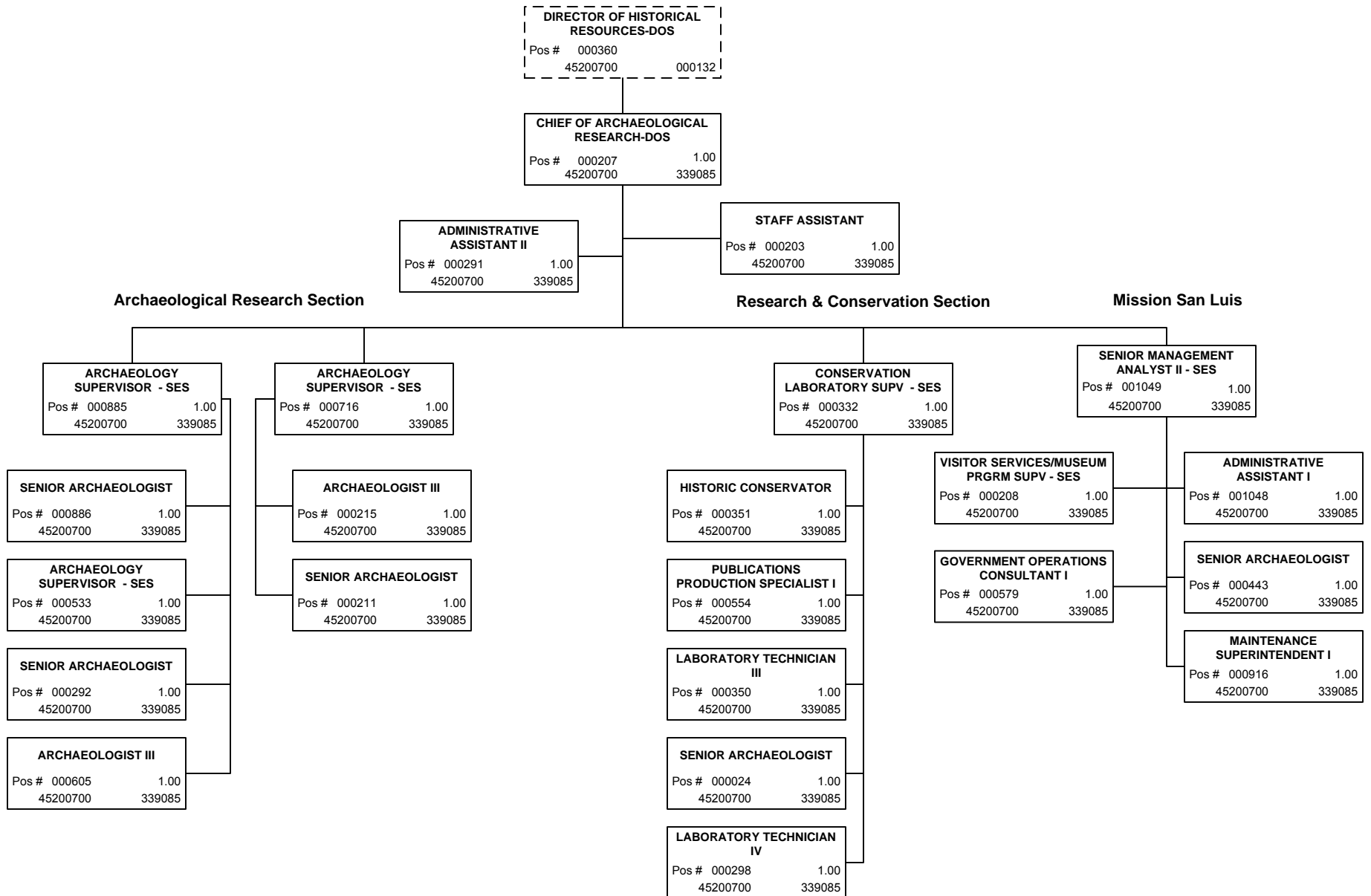
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OFFICE AUTOMATION  
SPECIALIST I  
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45200700 339085

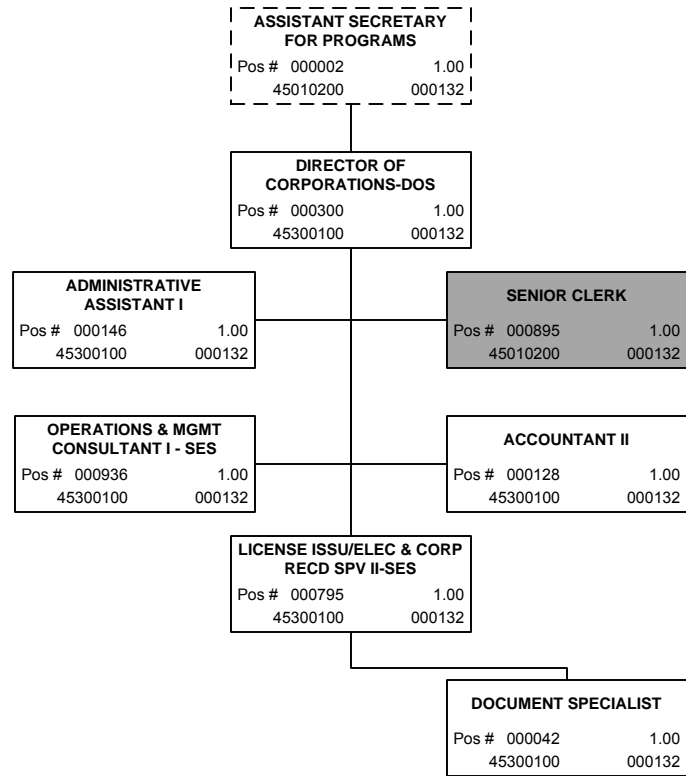
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CONSULTANT  
Pos # 000217 1.00  
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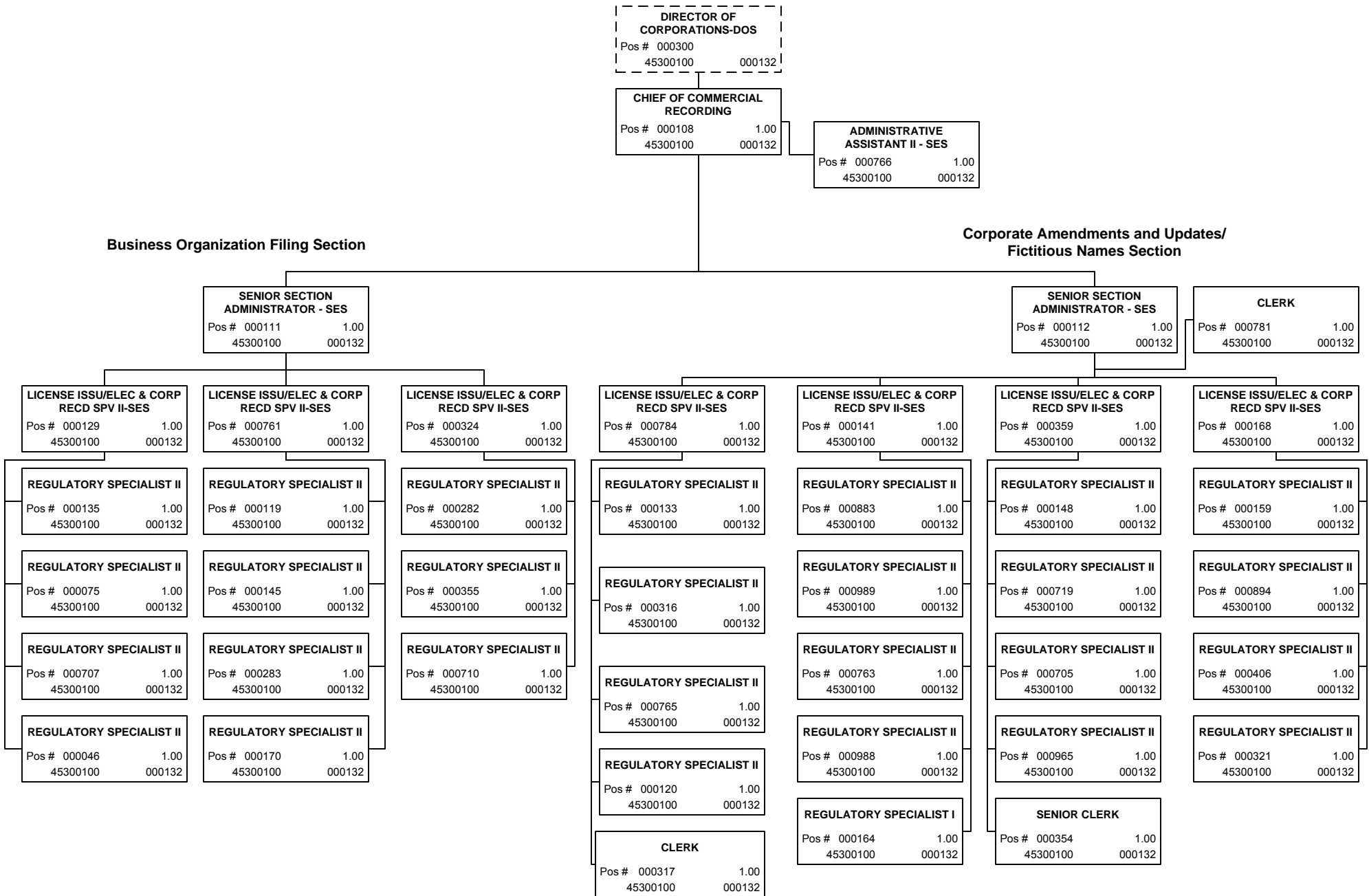
**Department of State  
Division of Historical Resources  
Bureau of Archaeological Research**



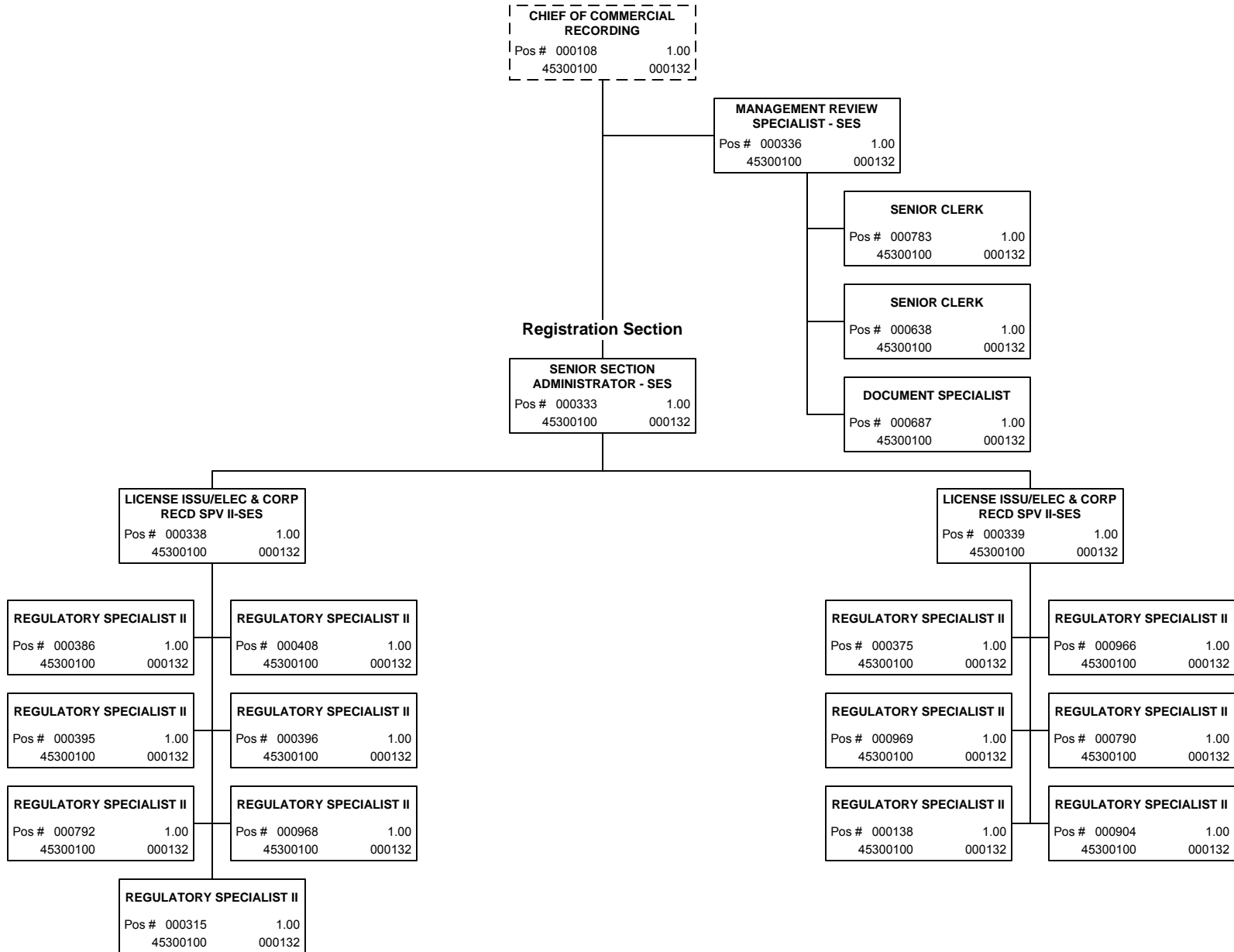
**Department of State  
Division of Corporations  
Office of Division Director**



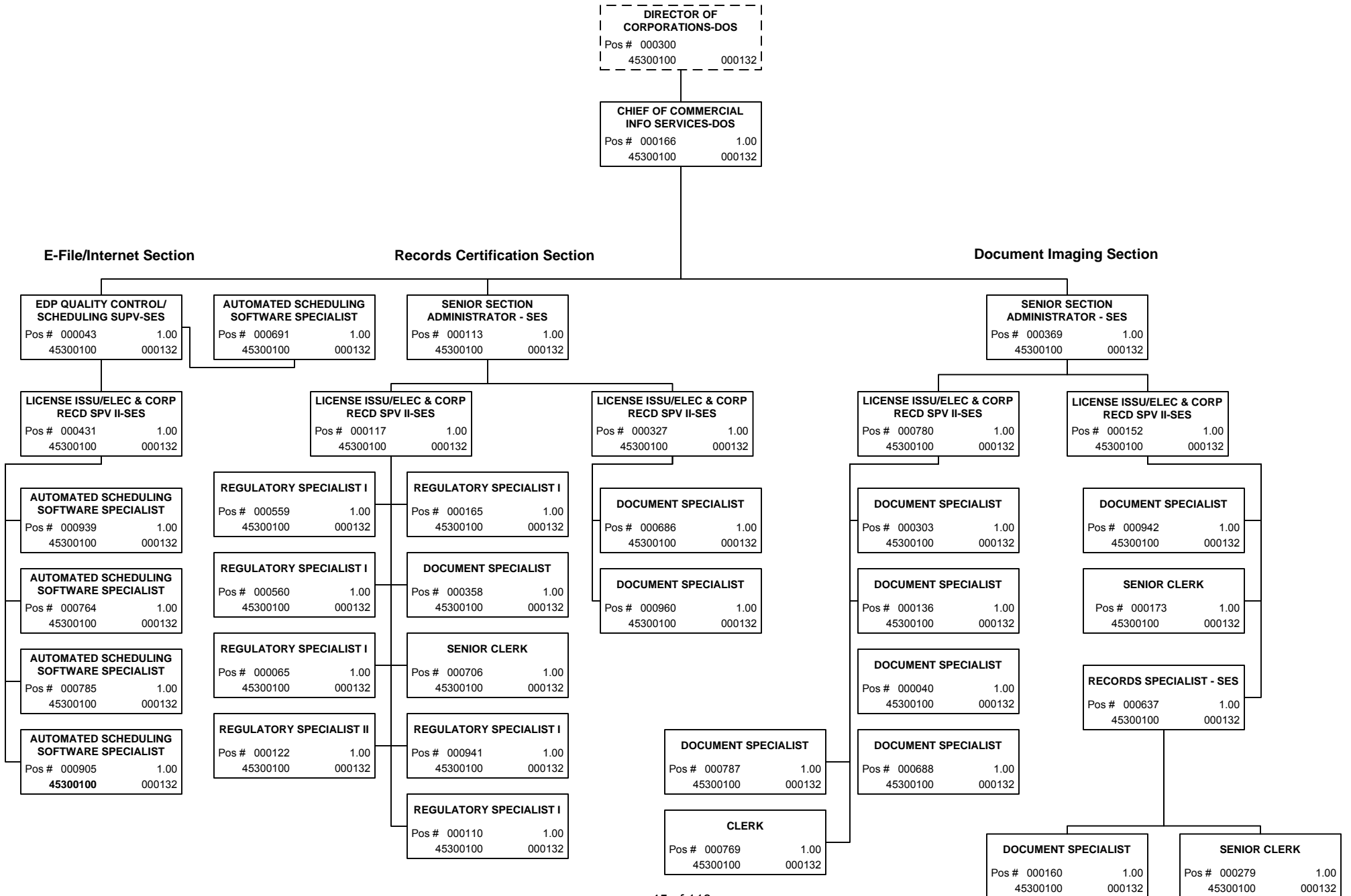
**Department of State  
Division of Corporations  
Bureau of Commercial Recording  
Page 1 of 2**



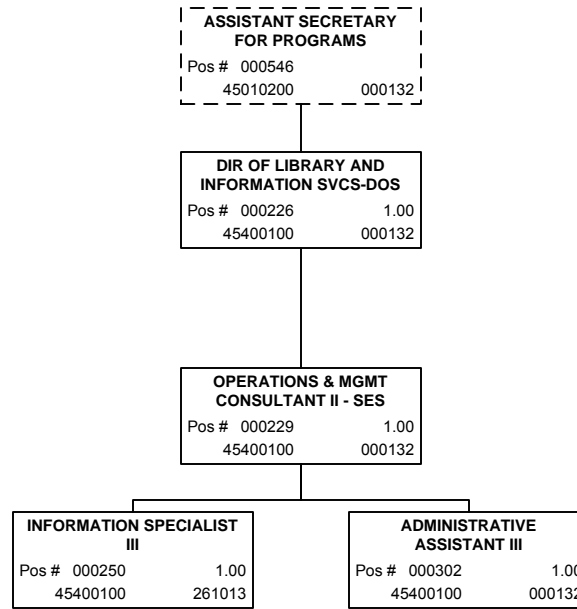
**Department of State  
Division of Corporations  
Bureau of Commercial Recording  
Page 2 of 2**



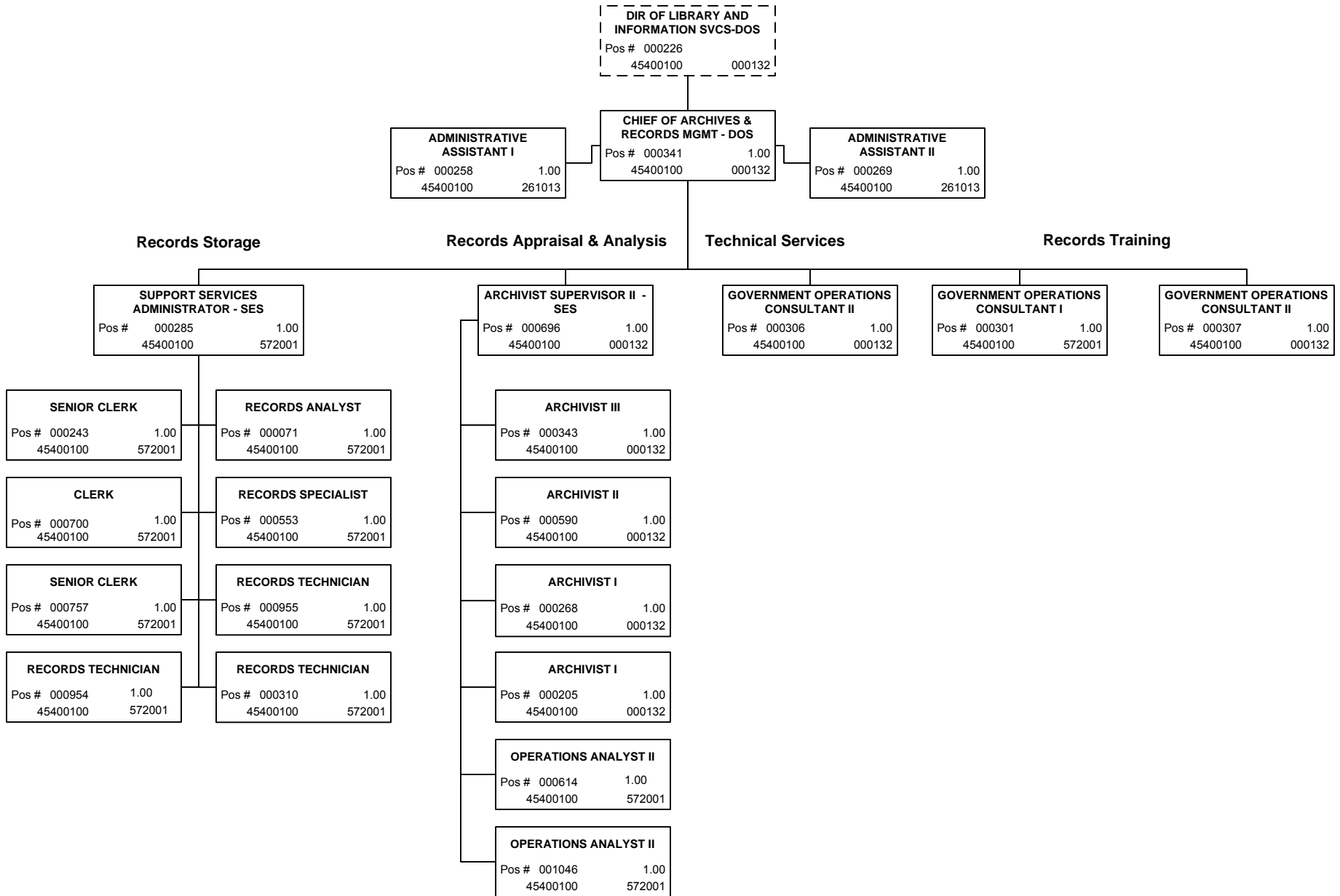
**Department of State  
Division of Corporations  
Bureau of Commercial Information Services**



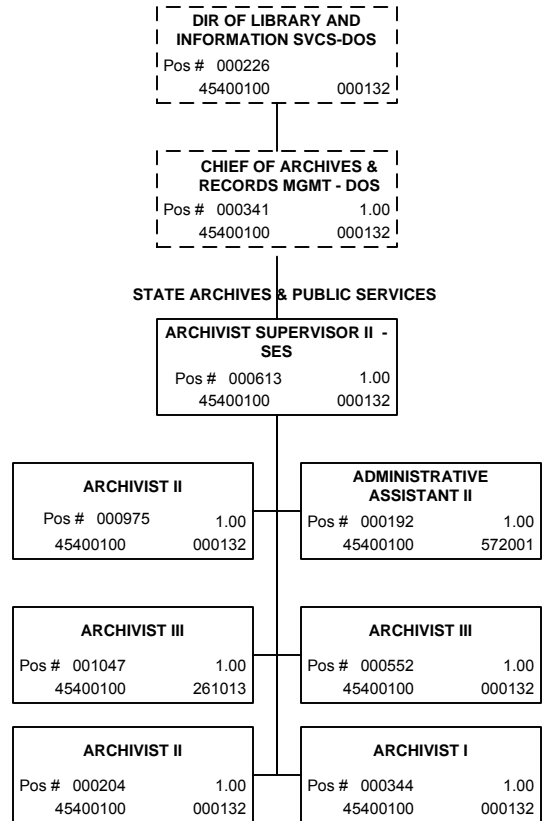
**Department of State**  
**Division of Library and Information Services**  
**Office of Division Director**



**Department of State  
Division of Library and Information Services  
Bureau of Archives & Records Management (Page 1 of 2)**

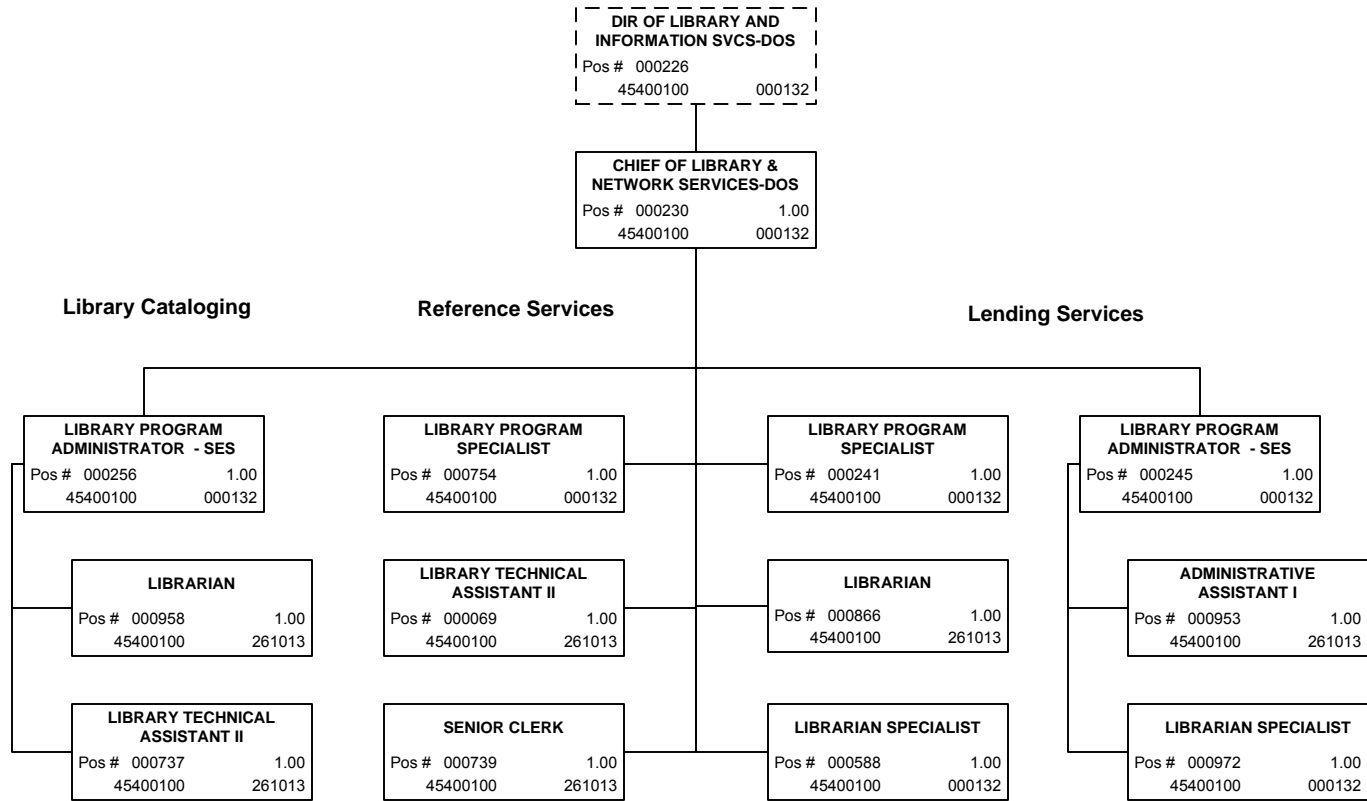


**Department of State**  
**Division of Library and Information Services**  
**Bureau of Archives & Records Management (Page 2 of 2)**

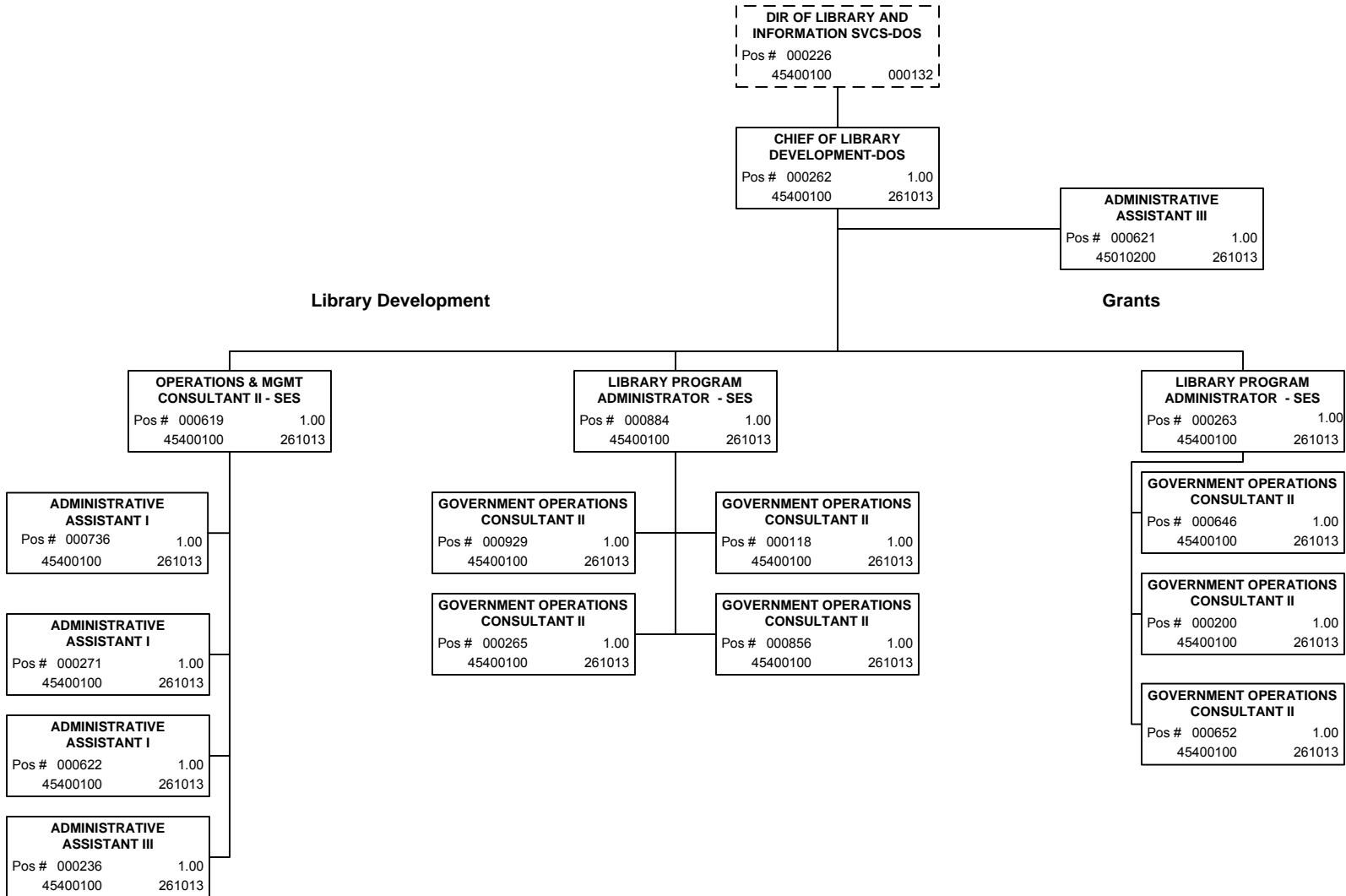




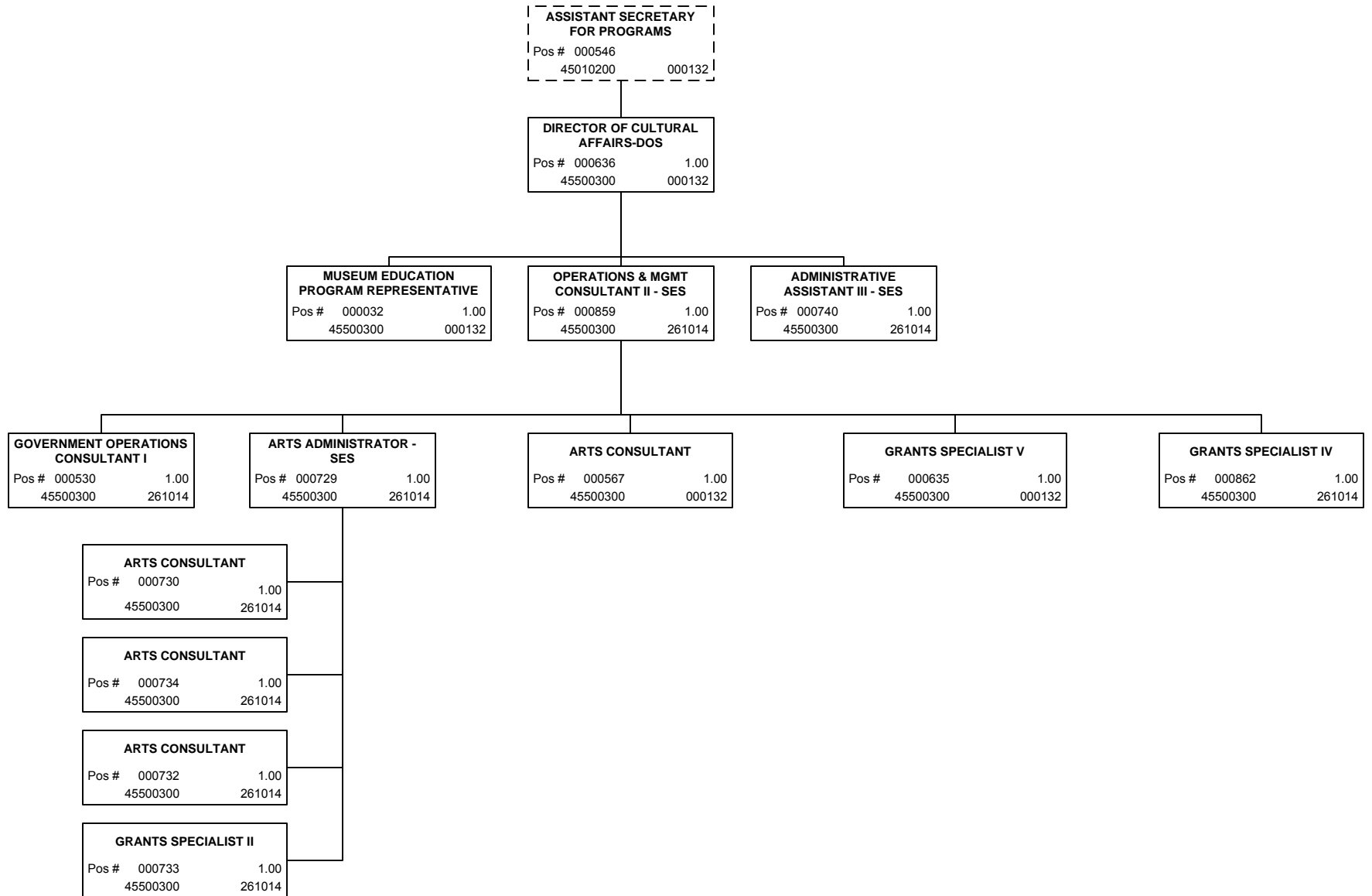
**Department of State**  
**Division of Library and Information Services**  
**Bureau of Library & Network Services**



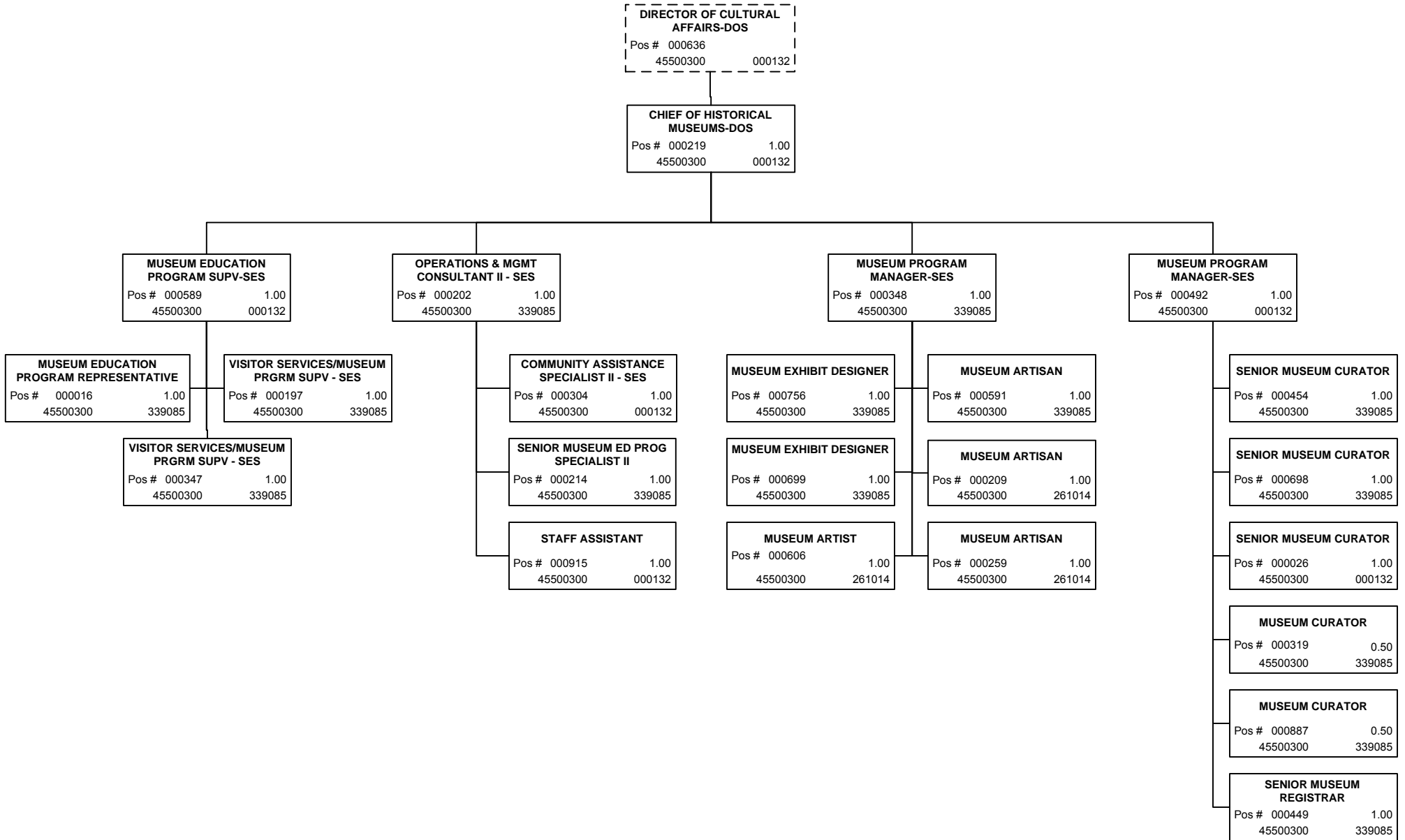
**Department of State**  
**Division of Library and Information Services**  
**Bureau of Library Development**



# Department of State Cultural Affairs



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



STATE, DEPARTMENT OF		FISCAL YEAR 2011-12			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			81,958,431	250,000	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			-557,090	-250,000	
FINAL BUDGET FOR AGENCY			81,401,341	0	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					0
Administrative Code And Weekly Production * Number of notices edited and published		13,833	52.90	731,755	
Laws Of Florida Production * Number of laws received and processed		268	242.34	64,947	
Elections Assistance And Oversight * Number of elections assistance contacts		7,438,204	1.09	8,143,221	
Voting Education Grants *		46	81,374.72	3,743,237	
Survey And Registration Services * Number of properties protected and preserved		10,080	27.61	278,312	
Architectural Preservation Services * Number of preservation services applications		914	986.31	901,487	
Statewide Education Programs (includes Nea Apprenticeship) * Number of attendees at workshops		282,435	0.84	237,892	
Magazine And Publications * Number of recipients		2,150,913	0.06	134,999	
State And Federal Compliance Reviews * Preservation services applications reviewed		8,269	106.10	877,340	
Conserve And Curate Historic And Archaeological Objects * Number of historic and archaeological objects maintained for public use		964,381	2.19	2,112,326	
Florida Master Site File * Total number of historic and archaeological sites recorded in the Master Site File		187,918	4.57	858,919	
San Luis Mission Research And Interpretation * Number of interpretive products		542	3,400.55	1,843,098	
Commercial Recording-business Organization Filing * Number of business organization filings processed.		331,187	4.96	1,641,165	
Commercial Recording-registration * Number of commercial registration filings processed		443,602	3.32	1,473,817	
Commercial Recording-amendments * Number of amendments processed		1,955,031	0.62	1,205,454	
Commercial Recording-reinstatement * Number of commercial registration reinstatements processed		52,586	28.81	1,515,120	
Commercial Information Services - Records Certification * Number of records certified		618,563	2.22	1,376,247	
Commercial Information Services - Document Imaging * Number of documents imaged		4,125,893	0.47	1,920,669	
Library And Network Services * Number of additional library resources and increased number of uses of library resources		13,978,463	0.19	2,632,128	
Library Development Technical Assistance/Grants Management * Number of increased uses of library development resources		2,775,045	0.97	2,680,759	
State Aid To Libraries * Local financial support leveraged		509,427,095	0.04	22,389,456	
Federal Aid To Libraries * Number of Florida Electronic Library Uses		79,764,138	0.10	7,647,127	
State Archives * Number of additional archive resources and increased number of uses of archive resources		104,683,664	0.02	1,968,465	
Records Management * Total cost avoidance achieved		96,154,680	0.02	1,728,921	
Cultural Program Support Grants * Number of state supported cultural events		18,941	196.28	3,717,757	
State Historic Museums * Number of visitors to Museum of Florida History sites.		61,582	29.26	1,802,131	
Museum Exhibit Fabrication * Number of museum exhibits available to the public		87	6,679.52	581,118	
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		55,290	4.85	268,369	
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		317,770	0.73	233,089	
TOTAL				74,709,325	
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				6,692,022	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				81,401,341	

### 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 Leonard (850) 245-6201

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

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

Yes                       No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 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 2013-2014 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	G/A-Cultural and Museum Grants	B	3,800,000	2,500,000
b	G/A-Library Grants (State Aid and Library Cooperatives)	B	8,000,000	
	State Aid to Libraries			6,966,799
	Library Cooperatives			1,000,000
c	G/A-Historical Grants	B	1,500,000	1,398,773
	Elections	B	3,000,000	1,347,000

- 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**

<b>Contact Information</b>
Agency: FLORIDA DEPARTMENT OF STATE
Name: RICKY HARPER, DIRECTOR DIVISION OF CORPORATIONS
Phone: (850) 245-6002
E-mail address: <a href="mailto:Ricky.Harper@DOS.MyFlorida.com">Ricky.Harper@DOS.MyFlorida.com</a>

<b>1. Vendor Name</b>		
Image API, Inc.		
<b>2. Brief description of services provided by the vendor.</b>		
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.		
<b>3. Contract terms and years remaining.</b>		
Previous contract period was October 1, 2001 – September 30, 2006. Renewed on November 1, 2005 for the period October 1, 2006 – September 30, 2011. Contract was extended October 1, 2011 - December 31, 2011. Current Contract terms January 1, 2012 – December 31, 2012, with one 5 year renewal option by the Department.		
<b>4. Amount of revenue generated</b>		
Prior Fiscal Year \$4,358,240 11/12	Current Fiscal Year \$4,675,240 12/13	Next Fiscal Year (Request Year) \$4,675,240 13/14
<b>5. Amount of revenue remitted</b>		
Prior Fiscal Year \$2,874,879 11/12	Current Fiscal Year \$2,923,879 12/13	Next Fiscal Year (Request Year) \$3,099,815 13/14
<b>6. Value of capital improvement</b>		
N/A		
<b>7. Remaining amount of capital improvement</b>		
N/A		
<b>8. Amount of state appropriations</b>		
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 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14

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

TOTAL TO LINE B IN SECTION IV

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 =====

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT	TRANSFER	CFDA
CODE	TO BE	NO.

03 BUDGET ENTITY TRANSFER IN 45100200/2261

810000			974,684-	1,154,359-	1,164,609-
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TOTAL TO LINE E IN SECTION IV

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 =====

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

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 =====

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)	974,684	1,154,359	1,164,609
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	974,684-	1,154,359-	1,164,609-
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 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
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.

07 BUDGET ENTITY TRANSFER IN, 2339

810000			409,929-	481,417-	485,357-
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TOTAL TO LINE E IN SECTION IV

			409,929-	481,417-	485,357-
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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)	409,929	481,417	485,357
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	409,929-	481,417-	485,357-
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 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
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.

04 BUDGET ENTITY TRANSFER IN, 2572

810000		78,211-	78,564-	79,314-
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TOTAL TO LINE E IN SECTION IV

		78,211-	78,564-	79,314-
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SECTION III: ADJUSTMENTS

OBJECT
CODE

03 ROUNDING

991000	1
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TOTAL TO LINE H IN SECTION IV

	1
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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)	78,212	78,564	79,314
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	78,211-	78,564-	79,314-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)		1-	
NET ADJUSTMENTS (FROM SECTION III)	(H)		1	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Federal Grants Trust Fund
<b>Budget Entity:</b>	45100200/45010200
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	143,656 (A)		143,656
ADD: Other Cash (See Instructions)			0
ADD: Investments	57,396,419 (C)		57,396,419
ADD: Outstanding Accounts Receivable	108,614 (D)		108,614
ADD: _____			0
<b>Total Cash plus Accounts Receivable</b>	<b>57,648,689 (F)</b>		<b>57,648,689</b>
LESS: Allowances for Uncollectibles			0
LESS: Approved "A" Certified Forwards	82,781 (H)		82,781
Approved "B" Certified Forwards	130,993 (H)		130,993
Approved "FCO" Certified Forwards			0
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: Assessment on Investments	5,774 (J)		5,774
<b>Unreserved Fund Balance, 07/01/12</b>	<b>57,429,141 (K)</b>	<b>0</b>	<b>57,429,141 **</b>

**Notes:**

\*SWFS = Statewide Financial Statement

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

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Records Management Trust Fund
<b>Budget Entity:</b>	45400100/45010200
<b>LAS/PBS Fund Number:</b>	2572

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,015,498 (A)		1,015,498
ADD: Other Cash (See Instructions)			0
ADD: Investments			0
ADD: Outstanding Accounts Receivable	115,652 (D)		115,652
ADD: _____			0
<b>Total Cash plus Accounts Receivable</b>	1,131,150 (F)		1,131,150
LESS: Allowances for Uncollectibles			0
LESS: Approved "A" Certified Forwards	690 (H)		690
Approved "B" Certified Forwards	400 (H)		400
Approved "FCO" Certified Forwards			0
LESS: Other Accounts Payable (Nonoperating)	98,750 (I)		98,750
LESS: Service Charge to General Revenue	7,595 (J)		7,595
<b>Unreserved Fund Balance, 07/01/12</b>	1,023,715 (K)	0	1,023,715 **

**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**

**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 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
STATE, DEPT OF	45000000				
PGM: ELECTIONS	45100000				
<u>ELECTIONS</u>	<u>45100200</u>				

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION I: DETAIL OF REVENUES

	REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA				
	CODE		CHG %		ST I/C LOC I/C	NO.				
16 PENALTIES-NSF FEES	001202	NO	0.0	17.61	0.00 0.00			15		
17 VOTER FILE DISKS	001904	NO	0.0	216	0.00 0.00			2,666	3,000	3,000
18 US DEPT HEALTH/HUM SERV	000700	NO	0.0	97.012	0.00 0.00	93.617	505,720	800,000	800,000	
19 INTEREST-STATE TREASURY	000504	NO	0.0	17.61	0.00 0.00		561,524	1,334,542	1,350,000	
20 TRSFR IN WITHIN AGENCY	001500	NO	0.0	17.61	0.00 0.00		207,522			
21 PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00 0.00		9,989	9,500	9,500	
22 TRSF CASH IN GDTF,2339	001500	NO	0.0	17.61	0.00 0.00		63,029,589			
23 GRANTS-HAVA	000700	NO	0.0	97.012	5.00 C 0.00	90.401		3,942,871		
TOTAL TO LINE B IN SECTION IV							64,317,025	6,089,913	2,162,500	

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT	TRANSFER	CFDA			
	CODE	TO BE	NO.			
07 REFUND NONSTATE REVENUES	860000			391		
08 TRANSFER TO FDLE, 2261, HAVA	810000	71700100		121,471	145,830	145,830
09 SERVICE CHARGE TO GENERAL REVENUE	880000			8		
10 BUDGET ENTITY TRANSFER OUT, 2261	810000	45010200		974,684	1,154,359	1,164,609
TOTAL TO LINE E IN SECTION IV				1,096,554	1,300,189	1,310,439

SECTION III: ADJUSTMENTS

	OBJECT		
	CODE		
01 ROUNDING	991000	2	
02 SEPTEMBER 2012- REVERSIONS	991000		70,768
TOTAL TO LINE H IN SECTION IV		2	70,768

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
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)		57,429,141	52,146,824
ADD: REVENUES (FROM SECTION I)	(B)	64,317,025	6,089,913	2,162,500
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	64,317,025	63,519,054	54,309,324
LESS: OPERATING EXPENDITURES	(D)	5,791,332	10,142,809	9,164,104
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,096,554	1,300,189	1,310,439
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	57,429,139	52,076,056	43,834,781
NET ADJUSTMENTS (FROM SECTION III)	(H)	2	70,768	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	57,429,141	52,146,824	43,834,781

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE (S)			
	NONSTATE (N)			
02 FEDERAL HELP AMERICA VOTE ACT	N	57,429,141	52,146,824	43,834,781
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		57,429,141	52,146,824	43,834,781

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14

STATE, DEPT OF 45000000  
 PGM: ELECTIONS 45100000  
 ELECTIONS 45100200

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.

15 TRANSFER OUT TO FEDERAL GRANTS TF, 2261

810000 45100200 62,240,873

TOTAL TO LINE E IN SECTION IV

62,240,873  
 =====

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

-----  
 =====

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	62,240,873
ADD: REVENUES (FROM SECTION I)	(B)	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	62,240,873
LESS: OPERATING EXPENDITURES	(D)	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	62,240,873
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 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
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.				
13	NOTARY SURCHARGE	000100	YES	8.0	117.010	0.00	0.00	385,159	432,000	432,000
14	PARTISAN ELE ASSES FEE	000100	YES	8.0	99.103	0.00	0.00	173,879		192,678
15	PARTISAN FILING FEE	000100	YES	8.0	99.103	0.00	0.00	518,965		500,000
16	PARTISAN PARTY FEE-CLEA	000100	YES	8.0	99.103	0.00	0.00	347,759		340,000
17	NPA ELECTION ASSES FEE	000100	YES	8.0	99.103	0.00	0.00	25,351		23,000
18	JUDICIAL FILING FEE	000100	YES	8.0	99.103	0.00	0.00	981,028		1,376,416
19	JUDICIAL ELECTION ASSES	000100	YES	8.0	99.103	0.00	0.00	327,009		462,138
20	CAMPAIGN FINANCING CONT	001100	NO	8.0	99.103	0.00	0.00	3,935	3,500	3,500
TOTAL TO LINE B IN SECTION IV								2,763,085	435,500	3,329,732

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
08	TRANSFER TO DFS- CAMPAIGN FINANCE	810000	43200100	1,484	3,220	3,220
09	REFUND STATE REVENUES	860000		297		
10	REFUND OF NONSTATE REVENUE	860000		891		
11	TRANSFER CANDIDATE FILING FEES-PARTIES	820000		695,942		772,800
12	TRANSFER CANDIDATE FILING FEES-GR	820000		72,338		
13	TRANSFER TO GR-SERVICE CHARGE	880000		220,955	34,840	266,378
14	TRFR TO ELECTIONS COMMISSION-FILING FEE	810000	41300100	1,386,140		1,889,894
15	TRANSFER TO EOG-NOTARY SURCHARGE FEES	810000	31100100	354,346	397,440	397,440
TOTAL TO LINE E IN SECTION IV				2,732,393	435,500	3,329,732

SECTION III: ADJUSTMENTS

	OBJECT CODE	
03	ADJUST TO LINE A-PAYABLE DUE TO CAND PART	991000
		30,692-
TOTAL TO LINE H IN SECTION IV		30,692-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
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)	2,763,085	435,500	3,329,732	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,763,085	435,500	3,329,732	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	2,732,393	435,500	3,329,732	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	30,692			
NET ADJUSTMENTS (FROM SECTION III)	(H)	30,692-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Federal Grants Trust Fund
<b>Budget Entity:</b>	45100200/45010200
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	143,656 (A)		143,656
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	57,396,419 (C)		57,396,419
ADD: Outstanding Accounts Receivable	108,614 (D)		108,614
ADD: _____	(E)		0
<b>Total Cash plus Accounts Receivable</b>	<b>57,648,689 (F)</b>		<b>57,648,689</b>
LESS: Allowances for Uncollectibles	(G)		0
LESS: Approved "A" Certified Forwards	82,781 (H)		82,781
Approved "B" Certified Forwards	130,993 (H)		130,993
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: Assessment on Investments	5,774 (J)		5,774
<b>Unreserved Fund Balance, 07/01/12</b>	<b>57,429,141 (K)</b>	<b>0</b>	<b>57,429,141 **</b>

**Notes:**

\*SWFS = Statewide Financial Statement

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

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

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Federal Grants Trust Fund (4510)
<b>LAS/PBS Fund Number:</b>	2261

**BEGINNING TRIAL BALANCE:**

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

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="57,560,134"/> (A)
--	---

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
---	--------------------------

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

SWFS Adjustment # and Description	<input type="text"/> (C)
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SWFS Adjustment # and Description	<input type="text"/> (C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(130,993)"/> (D)
---	--

Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
--	--------------------------

A/P not C/F-Operating Categories	<input type="text"/> (D)
----------------------------------	--------------------------

	<input type="text" value="0"/> (D)
--	------------------------------------

	<input type="text"/> (D)
--	--------------------------

	<input type="text"/> (D)
--	--------------------------

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="57,429,141"/> (E)
--	---

<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="57,429,141"/> (F)
--	---

<b>DIFFERENCE:</b>	<input type="text" value="0"/> (G)*
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**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Clearing Fund Trust Fund
<b>Budget Entity:</b>	45100200
<b>LAS/PBS Fund Number:</b>	2537

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	396,451	(A)	396,451
ADD: Other Cash (See Instructions)		(B)	0
ADD: Investments		(C)	0
ADD: Outstanding Accounts Receivable	2,132	(D)	2,132
ADD: _____		(E)	0
<b>Total Cash plus Accounts Receivable</b>	<b>398,583</b>	(F)	398,583
LESS: Allowances for Uncollectibles		(G)	0
LESS: Approved "A" Certified Forwards		(H)	0
Approved "B" Certified Forwards		(H)	0
Approved "FCO" Certified Forwards		(H)	0
LESS: Other Accounts Payable (Nonoperating)	168,817	(I)	199,509
LESS: Service Charge to General Revenue	199,074	(J)	199,074
<b>Unreserved Fund Balance, 07/01/12</b>	<b>30,692</b>	(K)	<b>0</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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



**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 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	<u>45200700</u>				

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				
15 NAT'L ENDOWMENT F/ARTS	000700	NO	0.0	267.031	0.00	0.00	45.025	36,850	35,000	35,000
16 NAT'L PARK SERVICE	000700	NO	0.0	267.031	60.00	C 40.00 C	15.904	1,288,214	1,031,826	1,031,826
17 TRANSFER IN DEP,2339	001510	NO	0.0	267.031	0.00	0.00	11.419	99,766		
18 TSFR CASH IN-OTF,2510	001500	NO	0.0	265	0.00	0.00		136,979		
19 PRIOR YEAR REFUND	001800	NO	0.0	216	0.00	0.00		25		
20 TRANSFER IN DOT,2540	001510	NO	0.0	267.031	0.00	0.00	20.205	181,699	240,950	240,950
TOTAL TO LINE B IN SECTION IV								1,743,533	1,307,776	1,307,776

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
04 REFUND NONSTATE REVENUES	860000			4,240		
05 TRANSFER OUT G&D TF	810000			18,971		
06 UNFUNDED BUDGET-HISTORICAL RESOURCES	899000				178,487-	
TOTAL TO LINE E IN SECTION IV				23,211	178,487-	

SECTION III: ADJUSTMENTS

	OBJECT CODE				
01 ROUNDING	991000	2			
02 SEPTEMBER 2012- REVERSIONS	991000		28,346		
TOTAL TO LINE H IN SECTION IV				2	28,346

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14

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

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		73,964		
ADD: REVENUES (FROM SECTION I)	(B)	1,743,533	1,307,776	1,307,776	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	1,743,533	1,381,740	1,307,776	
LESS: OPERATING EXPENDITURES	(D)	1,646,360	1,588,573	1,307,776	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	23,211	178,487-		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	73,962	28,346-		
NET ADJUSTMENTS (FROM SECTION III)	(H)	2	28,346		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	73,964			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE	
	STATE (S)	
	NONSTATE (N)	
02 NATIONAL PARK SERVICE	N	73,964
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		73,964

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14

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					
28	UNDERWATER EXPLOR/SALA	001904	NO	8.0	267	0.00	0.00	2,404	2,404	2,500
29	ARCHAEOLOGICAL PUBLICAT	001904	NO	8.0	267	0.00	0.00	2,250	2,250	2,300
30	ROYALTIES	000115	NO	8.0	267	0.00	0.00	658	658	660
31	RECYCLING	001904	NO	8.0	216	0.00	0.00	69	69	75
32	CERT/PHOTO COPIES-NONST	001904	NO	8.0	267	0.00	0.00	27	27	30
33	ROYALTIES/COMMISS-NONST	001904	NO	8.0	267	0.00	0.00	32	3,236	3,236
34	TRANSFER IN FED GRT TF	001500	NO	0.0	267.031	0.00	0.00	68,971		
35	PRIOR YEAR REFUNDS	001800	NO	8.0	216	0.00	0.00	799		
36	TRANS IN DEP CARL	001500	NO	0.0	267.031	0.00	0.00	4,910,483	4,910,483	5,360,000
37	TRANSFER IN CASH, 2510	001500	NO	0.0	267.031	0.00	0.00		109,160	
TOTAL TO LINE B IN SECTION IV								4,985,693	5,028,287	5,368,801

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
25	TRANSFER TO GR- SERVICE CHARGE	880800		495	692	704
26	BE TRANSFER OUT 45500300/2339	810000	45500300	1,480,420	1,414,518	1,418,452
27	BE TRANSFER OUT 45400100/2339	810000	45400100	43,194	97,516	97,516
28	BE TRANSFER OUT 45010200/2339	810000	45010200	409,929	481,417	485,357
29	5% TRUST FUND RESERVE	999000				245,956
TOTAL TO LINE E IN SECTION IV				1,934,038	1,994,143	2,247,985

SECTION III: ADJUSTMENTS

	OBJECT CODE	
28	SEPT 2011 CERTIFIED FORWARD REVERSIONS	991000 4,535
29	ADJUSTMENT TO LINE A-PRIOR YR FCO ENCUM	991000 2,939,031-
30	ADJUSTMENT TO LINE A-PRIOR YR ENCUM CF	991000 945,497-
31	ADJUSTMENT TO LINE A-REVERSAL OF PRYR PAY	991000 580
32	JUNE 2012 CERTIFIED FORWARD FCO REVERSION	991000 347,684
33	ROUNDING	991000 3
34	SEPTEMBER 2012 REVERSIONS	991000 1

		COL A01 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: GRANTS AND DONATIONS TF	2339				
TOTAL TO LINE H IN SECTION IV		3,531,726-	1		

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	6,938,398	3,627,972	2,906,767	
ADD: REVENUES (FROM SECTION I)	(B)	4,985,693	5,028,287	5,368,801	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	11,924,091	8,656,259	8,275,568	
LESS: OPERATING EXPENDITURES	(D)	2,830,355	3,755,350	3,768,530	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,934,038	1,994,143	2,247,985	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	7,159,698	2,906,766	2,259,053	
NET ADJUSTMENTS (FROM SECTION III)	(H)	3,531,726-	1		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	3,627,972	2,906,767	2,259,053	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE STATE (S) NONSTATE (N)			
02 TRANSFER IN FROM DEP, CARL FUNDS	S	3,627,972	2,906,767	2,259,053
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		3,627,972	2,906,767	2,259,053

		COL A01 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				

FUND: OPERATING TRUST FUND 2510

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH ST	MATCHING % I/C LOC I/C	CFDA NO.			
26 INTEREST-STATE TREAS	000502	NO	8.0	17.61	0.00 0.00				3,471
27 NATIONAL PARK SERVICE	000700	NO	0.0	267.031	60.00 I 40.00 C	15.904			140,000
28 TRANSFER CASH IN- DOT	001510	NO	0.0	267.031	0.00 0.00	20.205			32,514
TOTAL TO LINE B IN SECTION IV									175,985

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.				
21 TRANSFER TO GR-SERVICE CHARGE	880800					278	
22 TRANSFER OUT 45200700/2261	810000	45200700				136,979	
23 TRANSFER OUT 45200700/2339	810000	45200700				50,000	
24 TRANSFER OUT 45200700/2339	810000					109,160	
TOTAL TO LINE E IN SECTION IV							187,257 109,160

SECTION III: ADJUSTMENTS

	OBJECT CODE			
11 SEPTEMBER 2011 CERTIFIED FWD REVERSIONS	991000		6,530	
12 ADJUSTMENT TO LINE A-CERTIFIED B'S 2010	991000		59,760-	
13 ADJUSTMENT TO LINE A-REVERSAL OF PRYR	991000		15,097-	
TOTAL TO LINE H IN SECTION IV				68,327-

		COL A01 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	<u>45200700</u>				
FUND: OPERATING TRUST FUND	2510				

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	188,759	109,160		
ADD: REVENUES (FROM SECTION I)	(B)	175,985			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	364,744	109,160		
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	187,257	109,160		
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	177,487			
NET ADJUSTMENTS (FROM SECTION III)	(H)	68,327-			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	109,160			

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE STATE (S) NONSTATE (N)	
03 TRANSFER OUT 45200700/2339	S	109,160
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		109,160



# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

**Department Title:**

Department of State

**Trust Fund Title:**

Federal Grants Trust Fund - Historical Resources

**Budget Entity:**

45200700

**LAS/PBS Fund Number:**

2261

	<b>Balance as of 6/30/2012</b>		<b>SWFS* Adjustments</b>		<b>Adjusted Balance</b>
<b>Chief Financial Officer's (CFO) Cash Balance</b>	147,220	(A)			147,220
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments		(C)			0
ADD: Outstanding Accounts Receivable	76,554	(D)	190,900		267,454
ADD: _____		(E)			0
<b>Total Cash plus Accounts Receivable</b>	<b>223,774</b>	(F)	190,900		414,674
LESS: Allowances for Uncollectibles		(G)			0
LESS: Approved "A" Certified Forwards	223,774	(H)	31,629		255,403
Approved "B" Certified Forwards	26,056	(H)			26,056
Certified Forward "A" Adjustment	0	(H)	0		0
LESS: Other Accounts Payable (Nonoperating)	0	(I)	0		0
LESS: Deferred Revenue	240,950	(J)	-181,699		59,251
<b>Unreserved Fund Balance, 07/01/12</b>	<b>(267,006)</b>	(K)	340,970		<b>73,964</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>Budget Entity:</b>	45200700/45010200/45400100/45500300
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,161,141 (A)		4,161,141
ADD: Other Cash (See Instructions)			0
ADD: Investments			0
ADD: Outstanding Accounts Receivable	2,415 (D)		2,415
ADD: _____			0
<b>Total Cash plus Accounts Receivable</b>	4,163,556 (F)		4,163,556
LESS: Allowances for Uncollectibles			0
LESS: Approved "A" Certified Forwards	60,667 (H)		60,667
Approved "B" Certified Forwards	31,435 (H)		31,435
Approved "FCO" Certified Forwards	443,474 (H)		443,474
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: Service Charge to General Revenue	8 (J)		8
<b>Unreserved Fund Balance, 07/01/12</b>	3,627,972 (K)	0	3,627,972 **

**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: 2013 - 2014**

**Department Title:** Department of State  
**Trust Fund Title:** Grants & Donations Trust Fund (4520)  
**LAS/PBS Fund Number:** 2339

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/12**  
 Total all GLC's 5XXXX for governmental funds; 4,102,881 (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  0 (C)

SWFS Adjustment # and Description  (C)

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

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (31,435) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (443,474) (D)

0 (D)

0 (D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  3,627,972 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  3,627,972 (F)

**DIFFERENCE:**  0 (G)\*

**\*SHOULD EQUAL ZERO.**

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Operating Trust Fund
<b>Budget Entity:</b>	45200700
<b>LAS/PBS Fund Number:</b>	2510

	Balance as of 6/30/2012		SWFS* Adjustments		Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0	(A)			0
ADD: Other Cash (See Instructions)		(B)			0
ADD: Investments	109,022	(C)			109,022
ADD: Outstanding Accounts Receivable	205	(D)			205
ADD: _____		(E)			0
<b>Total Cash plus Accounts Receivable</b>	<b>109,227</b>	(F)			109,227
LESS: Allowances for Uncollectibles		(G)			0
LESS: Approved "A" Certified Forwards		(H)			0
Approved "B" Certified Forwards		(H)			0
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Nonoperating)	11	(I)			11
LESS: Service Charge to General Revenue	56	(J)			56
<b>Unreserved Fund Balance, 07/01/12</b>	<b>109,160</b>	(K)	0		<b>109,160</b> **

**Notes:**

\*SWFS = Statewide Financial Statement

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

**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 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
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.				
02 CABLE FRANCHISE FEES	000100 YES 0.0 610 0.00 0.00	26,000	21,065	14,855	
TOTAL TO LINE B IN SECTION IV		26,000	21,065	14,855	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
02 TRANSFER OUT TO DACS, 2321	810000 42160200	26,000	21,065	14,855	
TOTAL TO LINE E IN SECTION IV		26,000	21,065	14,855	
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)	26,000	21,065	14,855	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	26,000	21,065	14,855	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	26,000	21,065	14,855	
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 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
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 % ST I/C LOC I/C	CFDA NO.				
15 STATE BROADBND GRANT	001510	NO	0.0	257.12	0.00 0.00	11.558	559,980			
16 NAT'L ARCHIVES & RECORD	000700	NO	0.0	257.12	0.00 0.00	89.003	25,876	8,300	3,000	
17 LIBRARY SVCS/TECH ACT	000700	NO	0.0	257.12	34.00 C 0.00	45.310	8,712,500	7,871,982	7,871,982	
18 INTEREST-GRANTS REVENUE	000504	NO	0.0	257.12	0.00 0.00		6,115	7,000	7,000	
19 TRSF CASH BAL FROM 2450	001500	NO	0.0	257.12	0.00 0.00		409,382			
20 PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00 0.00		293			
TOTAL TO LINE B IN SECTION IV							9,714,146	7,887,282	7,881,982	

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		
11 ROUNDING	991000	1	
12 SEPTEMBER 2012- REVERSIONS	991000		665
TOTAL TO LINE H IN SECTION IV		1	665

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)		796,733	674,544
ADD: REVENUES (FROM SECTION I)	(B)	9,714,146	7,887,282	7,881,982
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	9,714,146	8,684,015	8,556,526
LESS: OPERATING EXPENDITURES	(D)	8,917,414	8,010,136	8,024,196
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	796,732	673,879	532,330
NET ADJUSTMENTS (FROM SECTION III)	(H)	1	665	

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14

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

FUND: FEDERAL GRANTS TRUST FUND 2261

SECTION IV: SUMMARY

ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	796,733	674,544	532,330
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SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

FUNDING SOURCE  
 STATE (S)  
 NONSTATE (N)

03 LIBRARY SERVICES AND TECHNOLOGY ACT	N	796,733	674,544	532,330
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ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		796,733	674,544	532,330
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		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
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 CAP SVC AUTH MATCHING % CFDA				
	CODE CHG % ST I/C LOC I/C NO.				
02 LOST BOOK FEES	000100 YES 8.0 257.12 0.00 0.00	2,687	2,700	2,700	
TOTAL TO LINE B IN SECTION IV		2,687	2,700	2,700	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
04 BUDGET ENTITY TRSF IN 2339	810000 45200700	43,194-	97,516-	97,516-	
05 SERVICE CHARGE TO GR	880000		216	216	
TOTAL TO LINE E IN SECTION IV		43,194-	97,300-	97,300-	
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)	2,687	2,700	2,700	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,687	2,700	2,700	
LESS: OPERATING EXPENDITURES	(D)	45,881	100,000	100,000	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	43,194-	97,300-	97,300-	
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 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
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 % ST I/C LOC I/C	CFDA NO.				
28	PENALTIES-NSF	001202	NO	8.0	257	0.00	0.00		15	
29	ADVERT/FL AD WK/STATE	001903	NO	0.0	120.55	0.00	0.00	505,576	506,000	
30	ADVERT/FL AD WK/NONSTAT	001905	YES	8.0	120.55	0.00	0.00	115,825	116,000	
31	MIC/FLM/ARCH/STG/STATE	001903	NO	0.0	257	0.00	0.00	937,803	940,000	
32	MIC/FLM/ARCH/STG/NONSTA	001905	YES	8.0	257	0.00	0.00	214,988	215,000	
33	CERT/COPIES/STATE	001903	NO	0.0	120.55	0.00	0.00	2,716	2,800	
34	CERT/COPIES/NONSTATE	001905	YES	8.0	257	0.00	0.00	1,926	2,000	
35	RECYCLING/REC MGT/STATE	001903	NO	0.0	257	0.00	0.00	5,573	5,600	
36	ROYALTY-ADMIN CODE	000115	NO	8.0	120.55	0.00	0.00	37,001	37,100	
TOTAL TO LINE B IN SECTION IV								1,821,423	1,824,500	1,824,500

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
18	SERVICE CHARGE TO GR			880000	28,448	29,608
19	REFUND OF STATE REVENUES			860000	6,727	6,500
20	BUDGET ENTITY TRANSFER OUT, 2572	45010200		810000	78,211	78,564
21	TRANSFER TO GR- EXCESS CASH			810000	98,750	79,314
22	REFUND OF NONSTATE REVENUES			860000	150	
TOTAL TO LINE E IN SECTION IV					212,286	114,672

SECTION III: ADJUSTMENTS

	OBJECT CODE		
19	ADJ LINE A-PRIOR YR ACCT PAYABLES-NOT CER	991000	43,157
20	ADJ LINE A- REV OF PRIOR YR RECEIVABLE	991000	1,511
21	ADJ LINE A-PROPERTY TRANSFER OUT	991000	17,233-
22	ROUNDING	991000	1
TOTAL TO LINE H IN SECTION IV			27,436

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
LIBRARY/ARCHIVES/INFO SVCS	45400100				

FUND: RECORDS MANAGEMENT TF 2572

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	713,448	1,023,715	834,834
ADD: REVENUES (FROM SECTION I)	(B)	1,821,423	1,824,500	1,824,500
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,534,871	2,848,215	2,659,334
LESS: OPERATING EXPENDITURES	(D)	1,326,306	1,898,710	1,909,420
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	212,286	114,672	115,422
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	996,279	834,833	634,492
NET ADJUSTMENTS (FROM SECTION III)	(H)	27,436	1	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	1,023,715	834,834	634,492

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE (S)			
	NONSTATE (N)			
02 ADMINSTRATIVE WEEKLY/ ARCHIVES	S	1,023,715	834,834	634,492
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		1,023,715	834,834	634,492

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Federal Grants Trust Fund - Library Services
<b>Budget Entity:</b>	45400100
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,110,788 (A)		1,110,788
ADD: Other Cash (See Instructions)			0
ADD: Investments			0
ADD: Outstanding Accounts Receivable		0	0
ADD: _____			0
<b>Total Cash plus Accounts Receivable</b>	1,110,788 (F)		1,110,788
LESS: Allowances for Uncollectibles			0
LESS: Approved "A" Certified Forwards	12,439 (H)		12,439
Approved "B" Certified Forwards	301,616 (H)		301,616
Approved "FCO" Certified Forwards			0
LESS: Other Accounts Payable (Nonoperating)		0	0
LESS: _____			0
<b>Unreserved Fund Balance, 07/01/12</b>	796,733 (K)	0	796,733 **

**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: 2013 - 2014**

**Department Title:** Department of State  
**Trust Fund Title:** Federal Grants Trust Fund (4540)  
**LAS/PBS Fund Number:** 2261

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/12**  
 Total all GLC's 5XXXX for governmental funds; 1,098,349 (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 0 (C)

SWFS Adjustment # and Description  (C)

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

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (301,616) (D)

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

0 (D)

0 (D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 796,733 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 796,733 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**



# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>Budget Entity:</b>	45200700/45010200/45400100/45500300
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,161,141 (A)		4,161,141
ADD: Other Cash (See Instructions)			0
ADD: Investments			0
ADD: Outstanding Accounts Receivable	2,415 (D)		2,415
ADD: _____			0
<b>Total Cash plus Accounts Receivable</b>	<b>4,163,556 (F)</b>		<b>4,163,556</b>
LESS: Allowances for Uncollectibles			0
LESS: Approved "A" Certified Forwards	60,667 (H)		60,667
Approved "B" Certified Forwards	31,435 (H)		31,435
Approved "FCO" Certified Forwards	443,474 (H)		443,474
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: Service Charge to General Revenue	8 (J)		8
<b>Unreserved Fund Balance, 07/01/12</b>	<b>3,627,972 (K)</b>	<b>0</b>	<b>3,627,972 **</b>

**Notes:**

\*SWFS = Statewide Financial Statement

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

# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Records Management Trust Fund
<b>Budget Entity:</b>	45400100/45010200
<b>LAS/PBS Fund Number:</b>	2572

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,015,498 (A)		1,015,498
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	(C)		0
ADD: Outstanding Accounts Receivable	115,652 (D)		115,652
ADD: _____	(E)		0
<b>Total Cash plus Accounts Receivable</b>	1,131,150 (F)		1,131,150
LESS: Allowances for Uncollectibles	(G)		0
LESS: Approved "A" Certified Forwards	690 (H)		690
Approved "B" Certified Forwards	400 (H)		400
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Nonoperating)	98,750 (I)		98,750
LESS: Service Charge to General Revenue	7,595 (J)		7,595
<b>Unreserved Fund Balance, 07/01/12</b>	1,023,715 (K)	0	1,023,715 **

**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: 2013 - 2014**

**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, 07/01/12**

Total all GLC's 5XXXX for governmental funds; 953,641 (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)

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

Current Compensated Absences Liability 26,195 (D)

Compensated Absences Liability 44,279 (D)

Invested In Capital Assets Net (4,976) (D)

Furniture and Equipment 100,210 (D)

Acc Depr - Furniture And Equipment (95,234) (D)

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (400) (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,023,715 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,023,715 (F)

**DIFFERENCE:** 0 (G)\*

**\*SHOULD EQUAL ZERO.**

**DEPARTMENT OF STATE**

**CULTURAL AFFAIRS**

**EXHIBITS OR SCHEDULES**

**DEPARTMENT OF STATE**

**CULTURAL AFFAIRS**

**SCHEDULE I SERIES**

		COL A01 ACT PR YR EXP 2011-12	COL A02 CURR YR EST EXP 2012-13	COL A03 AGY REQUEST FY 2013-14	COL A04 AGY REQ N/R FY 2013-14
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 % ST I/C LOC I/C	CFDA NO.			
07 NAT'L ENDOWMENT F/T ART	000700	NO	0.0	265	25.00 C 25.00 C	45.025	868,300	808,600	808,600
08 TRSF CASH IN FACTF,2279	001800	NO	0.0	265	0.00 0.00		55,660		
09 PRIOR YEAR REFUNDS	001800	NO	0.0	216	0.00 0.00		1,270	1,200	1,200
TOTAL TO LINE B IN SECTION IV							925,230	809,800	809,800

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.		
02 UNFUNDED BUDGET - CULTURAL AFFAIRS	899000			27,707-	
TOTAL TO LINE E IN SECTION IV				27,707-	

SECTION III: ADJUSTMENTS

	OBJECT CODE		
01 SEPTEMBER 2012- REVERSIONS	991000	425	
TOTAL TO LINE H IN SECTION IV		425	

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	40,982		
ADD: REVENUES (FROM SECTION I)	(B)	925,230	809,800	809,800
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	925,230	850,782	809,800
LESS: OPERATING EXPENDITURES	(D)	884,248	878,914	809,800
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)		27,707-	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	40,982	425-	
NET ADJUSTMENTS (FROM SECTION III)	(H)		425	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	40,982		

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14

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

FUND: FEDERAL GRANTS TRUST FUND 2261

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

FUNDING SOURCE  
 STATE (S)  
 NONSTATE (N)

01 NATIONAL ENDOWMENT FOR THE ARTS

N

40,982

ADJUSTED UNRESERVED FUND BALANCE - JUNE 30

40,982

		COL A01	COL A02	COL A03	COL A04	
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R	
		EXP 2011-12	EXP 2012-13	FY 2013-14	FY 2013-14	
STATE, DEPT OF	45000000					
PGM: CULTURAL AFFAIRS	45500000					
CULTURAL AFFAIRS	45500300					
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.
06 ART IN STATE BUILDINGS	001903	NO	0.0	265	0.00 0.00	5,059
07 TRANSFER CASH IN FACTF	001500	NO	0.0	265	0.00 0.00	3,923
TOTAL TO LINE B IN SECTION IV						8,982
SECTION II: DETAIL OF NONOPERATING EXPENDITURES						
	OBJECT	TRANSFER	CFDA			
	CODE	TO BE	NO.			
03 BE TRANSFER IN 45200700/2339	810000	45500300				1,480,420-
TOTAL TO LINE E IN SECTION IV						1,480,420-
SECTION III: ADJUSTMENTS						
	OBJECT					
	CODE					
02 SEPTEMBER 2011 CERTIFIED FWD REVERSIONS	991000					238
03 SEPTEMBER 2012 REVERSIONS	991000					414
04 ROUNDING	991000					2-
TOTAL TO LINE H IN SECTION IV						236
SECTION IV: SUMMARY						
UNRESERVED FUND BALANCE - JULY 1	(A)					
ADD: REVENUES (FROM SECTION I)	(B)	8,982	7,800			11,600
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	8,982	7,800			11,600
LESS: OPERATING EXPENDITURES	(D)	1,489,638	1,422,732			1,430,052
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,480,420-	1,414,518-			1,418,452-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)					
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	236-	414-			
NET ADJUSTMENTS (FROM SECTION III)	(H)	236	414			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)					



# SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Federal Grants Trust Fund - Cultural Affairs
<b>Budget Entity:</b>	45500300
<b>LAS/PBS Fund Number:</b>	2261

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	51,145 (A)		51,145
ADD: Other Cash (See Instructions)	(B)		0
ADD: Investments	(C)		0
ADD: Outstanding Accounts Receivable	(D)		0
ADD: _____	(E)		0
<b>Total Cash plus Accounts Receivable</b>	51,145 (F)		51,145
LESS: Allowances for Uncollectibles	(G)		0
LESS: Approved "A" Certified Forwards	10,163 (H)		10,163
Approved "B" Certified Forwards	(H)		0
Approved "FCO" Certified Forwards	(H)		0
LESS: Other Accounts Payable (Nonoperating)	(I)		0
LESS: _____	(J)		0
<b>Unreserved Fund Balance, 07/01/12</b>	40,982 (K)	0	40,982 **

**Notes:**

\*SWFS = Statewide Financial Statement

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

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

**Budget Period: 2013 - 2014**

<b>Department Title:</b>	Department of State
<b>Trust Fund Title:</b>	Grants & Donations Trust Fund
<b>Budget Entity:</b>	45200700/45010200/45400100/45500300
<b>LAS/PBS Fund Number:</b>	2339

	Balance as of 6/30/2012	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,161,141 (A)		4,161,141
ADD: Other Cash (See Instructions)			0
ADD: Investments			0
ADD: Outstanding Accounts Receivable	2,415 (D)		2,415
ADD: _____			0
<b>Total Cash plus Accounts Receivable</b>	4,163,556 (F)		4,163,556
LESS: Allowances for Uncollectibles			0
LESS: Approved "A" Certified Forwards	60,667 (H)		60,667
Approved "B" Certified Forwards	31,435 (H)		31,435
Approved "FCO" Certified Forwards	443,474 (H)		443,474
LESS: Other Accounts Payable (Nonoperating)	0 (I)		0
LESS: Service Charge to General Revenue	8 (J)		8
<b>Unreserved Fund Balance, 07/01/12</b>	3,627,972 (K)	0	3,627,972 **

**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: 2013 - 2014**

**Department:** Department of State

**Chief Internal Auditor:** John L. Greene

**Budget Entity:** 45010200

**Phone Number:** 850-245-6195

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKE	ISSUE CODE
Inspector General Report No. 2012-06	8-May-12	Audit of the Department Contract Monitoring Process	<p><b>Audit Finding No. 1:</b> Purchasing Policy and Procedures do not adequately address certain items related to purchasing, contracts and contract monitoring.</p> <p><b>Objective:</b> Determine if contract monitoring policies and procedures are in compliance with state laws, rules, and other regulatory requirements.</p> <p><b>Criteria:</b> Having comprehensive written policies and procedures ensure that management's expectations are documented, staff's roles and responsibilities are defined, the contract managers have the guidance for properly reviewing and managing contracts and applicable laws and rules are complied with. Having written policies and procedures would also make readily available vital information needed by the contract managers, even when the Purchasing Director or Division Director is absent or not accessible.</p> <p><b>Condition Revealed during the audit:</b> Our evaluation of the section templates created by the purchasing manager and the Department's purchasing manual, disclosed that, although it addressed contract management and monitoring activities in general the templates and manual therein could be enhanced to ensure more consistent and effective performance on the part of the contract administrator and contract managers. For example, the Department purchasing manual and</p> <ul style="list-style-type: none"> <li>· Right to audit clause</li> <li>· Dispute resolution/corrective action</li> <li>· Requirements for training of Division personnel</li> <li>· Instructions for use and measurement of outcomes and outputs</li> </ul>		

			<ul style="list-style-type: none"> <li>· Contingency plans for interruption of service or contractor failure</li> <li>· Acquired non-expendable property has been returned to State</li> <li>· Disallowed costs have been recovered</li> </ul> <p>Our office determined that the Department did not have detail step by step procedures for purchasing, contracts and contract monitoring and Department personnel have not received procurement training in two years. Also, we determined that they need to annually review, and subsequently revise the purchasing manual for any changes or revisions.</p> <p><b>Conclusion:</b> The Department's purchasing policy and procedures do not adequately address certain items related to purchasing, contracts and contract monitoring.</p> <p><b>Recommendation:</b>  We recommend that Division management should review and revise the Department's purchasing policies and procedures to ensure that all aspects of purchasing, contracts and contract monitoring are clearly addressed. Additionally, we recommend that the Division develop step by step procedures for purchasing, contracts and contract monitoring and the Division should conduct annual reviews of the purchasing manuals and contract templates for necessary updates or revisions. After the revisions and development of step by step procedures, the Division should hold procurement training for all personnel involved in contracting and contract monitoring.</p>	<p>The Division concurs with the audit findings and will accomplish all recommendations within the upcoming year (FY 12/13). Ongoing issues will be addressed annually as recommended.</p>	
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# Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Christie Burrus/ Lisa Hoover /Suzanne Choquette

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

## 2. EXHIBIT A (EADR, EXA)

2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y	Y	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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y	Y	Y
3.4 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	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.						
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	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.						
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
5.2 Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 approved budget. Amounts should be positive.						
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>							
6.1	Are issues appropriately aligned with appropriation categories?	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.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	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 66-67 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 68 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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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 #13-003?	N/A	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. <b>(PLRR, PLMO)</b>	N/A	N/A	N/A	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
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
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)?	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
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y	Y	Y	Y	Y
<b>AUDIT:</b>							
7.19	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	N/A	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	N/A	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	N/A	N/A	N/A	N/A	N/A	N/A



Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
7.23	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L) )</b>	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 66 through 70 of the LBR Instructions.						
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.						
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).						
TIP	If an appropriation made in the FY 2012-13 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.						
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>							
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	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	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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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 FST's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	N/A	N/A	N/A
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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
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?	Y	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	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
<b>AUDITS:</b>							
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	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? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This</b>	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. ( <b>SC1R, DEPT</b> )	Y	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!						
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.						
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.						
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.						
<b>9. SCHEDULE II (PSCR, SC2)</b>							
<b>AUDIT:</b>							

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1 Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A	N/A
<b>TIP</b> If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y	Y
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1 <b>NOT REQUIRED FOR THIS YEAR</b>						
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?	Y	Y	Y	Y	Y	Y
<b>15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instructions for detailed instruct</b>						
15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	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
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	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)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	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: <b>Audit #3</b> will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y	Y
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	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.						
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>							
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	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
<b>AUDITS - GENERAL INFORMATION</b>							
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.						
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>							
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	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
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

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
<p>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.</p>							
<b>18. FLORIDA FISCAL PORTAL</b>							
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y