



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

LEGISLATIVE BUDGET REQUEST

Department of State
Tallahassee, FL

October 15, 2013

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

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

Mike Hansen, Staff Director
Senate Appropriations 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 2014-15 Fiscal Year. This submission has been approved by Ken Detzner, Secretary of State.

Sincerely,

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

Ken Detzner
Secretary of State

Attachments



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

Budget Entity Level Exhibits and Schedules

Legislative Budget Request

FY 2014-2015



FLORIDA DEPARTMENT OF STATE

Temporary Special Duty - General Pay Additives Implementation Plan for Fiscal Year 2014-2015

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 2014-2015 is unknown. No temporary special duty-general pay additives were approved by the Department during FY 2012-2013.

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 2012-2013.

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 23rd 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.

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Browning v. Angelfish Swim School</i>		
Court with Jurisdiction:	Eleventh Judicial Circuit		
Case Number:	03-14313		
Summary of the Complaint:	Class action for declaratory judgment requesting court to declare that § 607.193, Florida Statutes (late penalty for corporation filing), imposes an unconstitutionally excessive fine and that § 607.0122, Florida Statutes (allowing for penalties for reinstating corporations after dissolution), is either unconstitutionally vague or imposes an unconstitutionally excessive fine; and seeking costs and attorneys fees.		
Amount of the Claim:	\$150 million plus prejudgment interest if class certified. We expect this amount to be reduced on statute of limitations grounds.		
Specific Statutes or Laws (including GAA) Challenged:	§§ 607.193, 607.0122, Florida Statutes		
Status of the Case:	The Third District Court of Appeal has reversed and vacated the trial court’s order granting class certification for a second time. Plaintiffs’ motion for rehearing, rehearing en banc, or clarification was denied.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Andrew Traylor, P.A. Wexler Wallace, LLP Jorge Duarte, P.A.		

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Etheredge Limited Partnership v. Ken Detzner</i>		
Court with Jurisdiction:	United States District Court for the Northern District of Florida		
Case Number:	4:13-cv-00395-RH-CAS		
Summary of the Complaint:	<i>See Angelfish.</i>		
Amount of the Claim:	<i>See Angelfish.</i>		
Specific Statutes or Laws (including GAA) Challenged:	§§ 607.193, 607.0122, Florida Statutes		
Status of the Case:	Plaintiffs have amended their Complaint, which we had removed to federal court. We will be responding to the Complaint soon.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Andrew Traylor, P.A. Varnell & Warwick		

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Worley v. Detzner</i>		
Court with Jurisdiction:	United States District Court for the Northern District of Florida		
Case Number:	10-423-RH/CAS		
Summary of the Complaint:	Complaint seeking declaratory judgment that Florida’s statutes regulating ballot-issue political committees violate the First Amendment to the United States Constitution.		
Amount of the Claim:	Costs and attorneys’ fees; no monetary damages		
Specific Statutes or Laws (including GAA) Challenged:	Various provisions of chapter 106, Florida Statutes, related to political committees, including §§ 106.03(1)(a), 106.08(4), (8), 106.09, 106.071(2), 106.265(1), 106.071(4), 106.07(4)(a)1., 106.011(1)(b)2., Florida Statutes.		
Status of the Case:	The Eleventh Circuit Court of Appeal affirmed. Attorneys’ fees and costs associated with Plaintiffs’ challenge to § 106.08(4), Florida Statutes, which succeeded and was not appealed, will be addressed when the Eleventh Circuit issues a mandate.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Brown v. Detzner</i>		
Court with Jurisdiction:	United States District Court for the Middle District of Florida		
Case Number:	3:12-cv-852		
Summary of the Complaint:	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.		
Amount of the Claim:	The Complaint seeks an award of costs and attorneys' fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	§ 101.657, Fla. Stat. (2012)		
Status of the Case:	Defendant believes the case is moot because of the legislative amendments to § 101.657, Fla. Stat. (2013). The Court has abated the case and requested the parties file a joint report regarding how to proceed on October 18.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Arcia v. Detzner</i>		
Court with Jurisdiction:	Eleventh Circuit Court of Appeal		
Case Number:	12-15738		
Summary of the Complaint:	Declaratory judgment action alleging that Florida's removal of noncitizens from the voter registration rolls within 90 days of a federal election violates the National Voter Registration Act.		
Amount of the Claim:	The Complaint seeks an award of attorneys' fees and costs but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	42 USC § 1973gg-6		
Status of the Case:	Briefing is complete. Oral argument is set for October 10, 2013.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>Romo v. Detzner</i> <i>The League of Women Voters of Florida v. Detzner</i>		
Court with Jurisdiction:	Second Judicial Circuit		
Case Number:	2012-CA-412; 2012-CA-490		
Summary of the Complaint:	Consolidated declaratory judgment actions alleging that Florida’s congressional redistricting maps violate article III, section 20 of the Florida Constitution.		
Amount of the Claim:	The Complaints seek an award of attorneys’ fees and costs but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	Discovery is ongoing. Trial is set for January.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>The League of Women Voters of Florida v. Detzner</i>		
Court with Jurisdiction:	Second Judicial Circuit		
Case Number:	2012-CA-2842		
Summary of the Complaint:	Declaratory judgment action alleging that Florida's senate redistricting maps violate article III, section 21 of the Florida Constitution.		
Amount of the Claim:	The Complaints seek an award of attorneys' fees and costs but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	Discovery is ongoing.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>The League of Women Voters of Florida v. Florida House of Representatives</i>		
Court with Jurisdiction:	Florida Supreme Court		
Case Number:	13-949; 13-951		
Summary of the Complaint:	Appeal seeking to reverse First District Court’s decision holding that the legislative privilege bars the taking of compelled depositions and document discovery from Legislators and legislative staff.		
Amount of the Claim:	The Complaints seek an award of attorneys’ fees and costs but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	Briefing is complete. Oral argument is set for September 16.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>W. Lowell Bray, Jr., et al. v. Kurt S. Browning, Secretary of State.</i>		
Court with Jurisdiction:	First District Court of Appeal		
Case Number:	1D11-5548		
Summary of the Complaint:	Complaint for declaratory relief seeking judicial determination that candidate qualifying fees provided in Section 105.031, Florida Statutes, are unconstitutional as applied to unopposed incumbent circuit judges, either under an equal protection theory or under the theory that the fees amount to a prohibited tax on income, and seeking costs and a refund of qualifying fees paid by the plaintiffs.		
Amount of the Claim:	\$ 29,016 in qualifying fees, plus costs.		
Specific Statutes or Laws (including GAA) Challenged:	§ 105.031, Florida Statutes		
Status of the Case:	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. The First District affirmed the lower court. The time for appeal has expired; the case is over.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>State of Florida v. United States of America and Eric Holder, in his official capacity as Attorney General of the United States</i>		
Court with Jurisdiction:	United States District Court for the District of Columbia		
Case Number:	1:11-cv-01428		
Summary of the Complaint:	Complaint under Section 5 of the Voting Rights Act of 1965 seeking judicial preclearance of four amendments to the Florida Elections Code in Chapter 2011-40, Laws of Florida.		
Amount of the Claim:	\$ 0		
Specific Statutes or Laws (including GAA) Challenged:	§ 97.0575; § 100.371; § 101.045; § 101.657, Florida Statutes		
Status of the Case:	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 court has entered final judgment. No appeal was taken.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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

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

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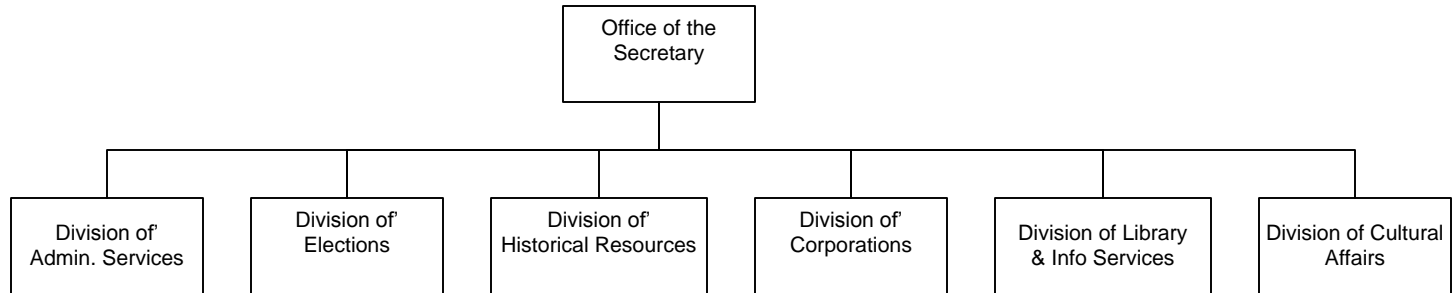
Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>United States of America v. Detzner et al.</i>		
Court with Jurisdiction:	United States District Court for the Northern District of Florida		
Case Number:	4:12-cv-285		
Summary of the Complaint:	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.		
Amount of the Claim:	The Complaint seeks an award of costs but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:			
Status of the Case:	The case has been dismissed.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
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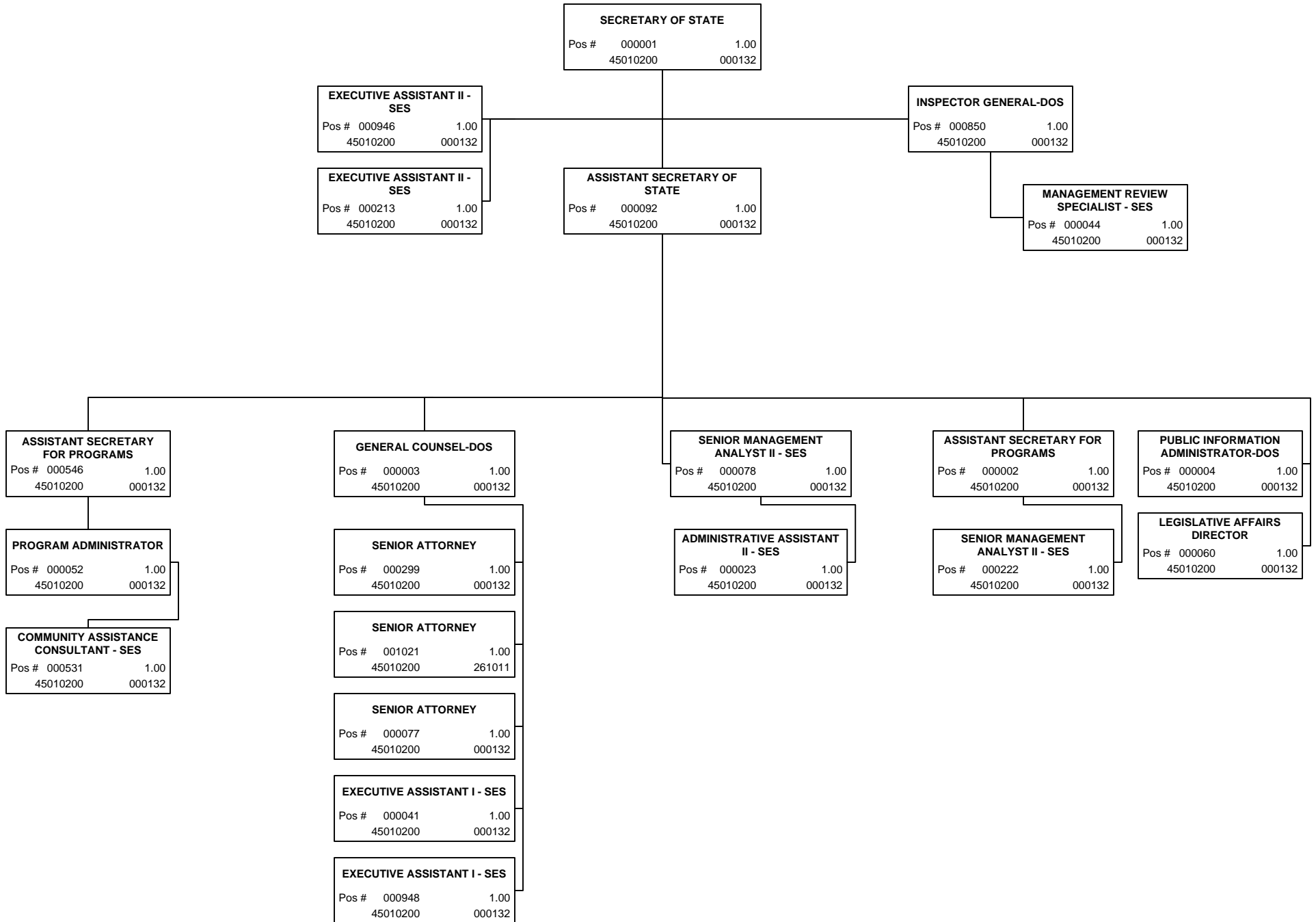
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Agency:	Department of State		
Contact Person:	Ashley Davis	Phone Number:	245-6536
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<i>League of Women Voters of Florida et al. v. Kenneth W. Detzner et al.</i>		
Court with Jurisdiction:	United States District Court for the Northern District of Florida		
Case Number:	4:11-cv-628		
Summary of the Complaint:	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.		
Amount of the Claim:	The Complaint seeks an award of costs and attorney's fees but does not otherwise seek monetary damages.		
Specific Statutes or Laws (including GAA) Challenged:	§ 97.0575, Fla. Stat. (2011).		
Status of the Case:	On August 30, 2012, the Court entered a permanent injunction largely consistent with the preliminary injunction, as clarified by agreement of the parties, and final judgment was entered.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

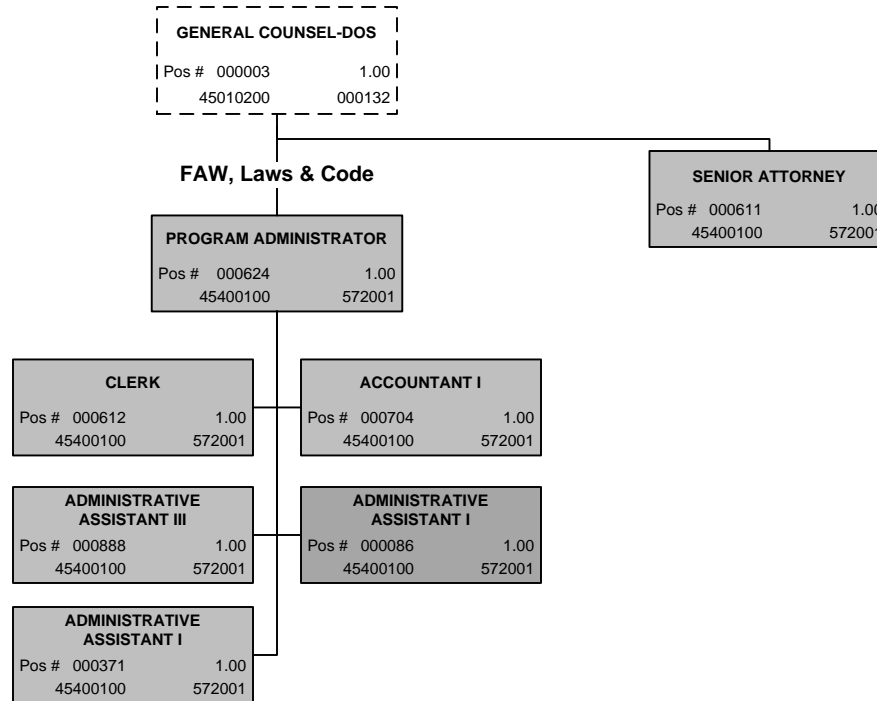
**Department of State
Organizational Units
(407.00 FTE)**



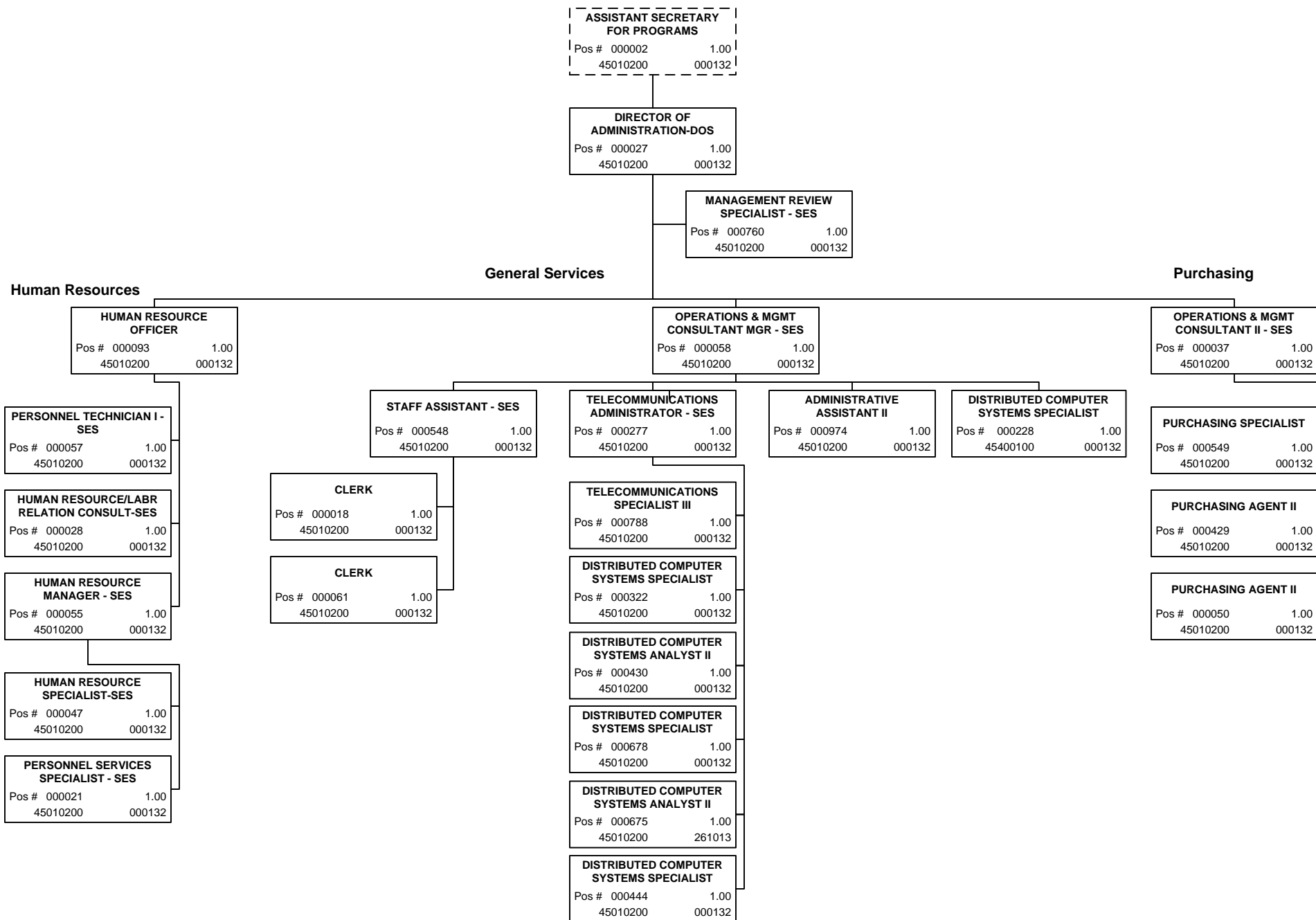
**Department of State
Office of the Secretary**



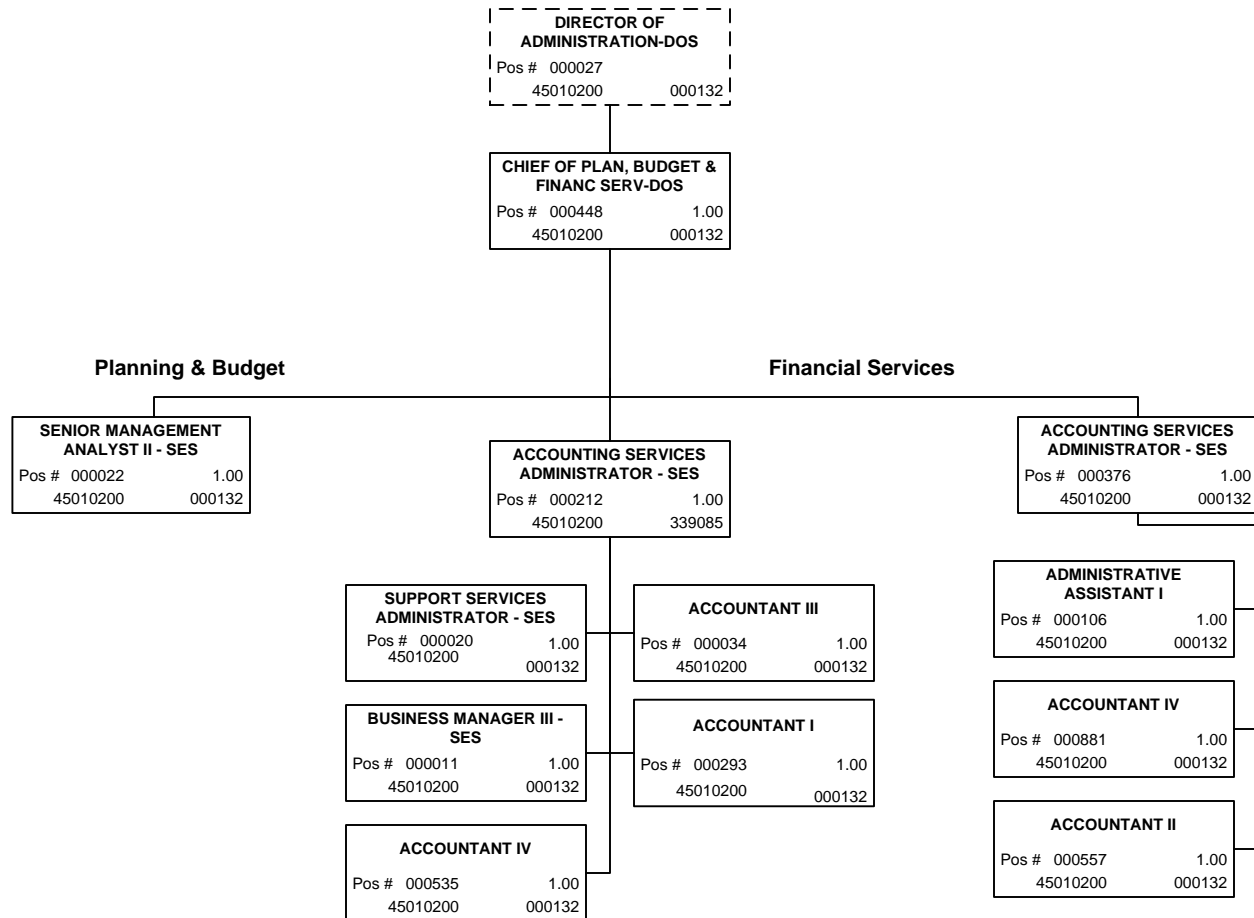
**Department of State
Office of the Secretary (Page 2 of 2)**



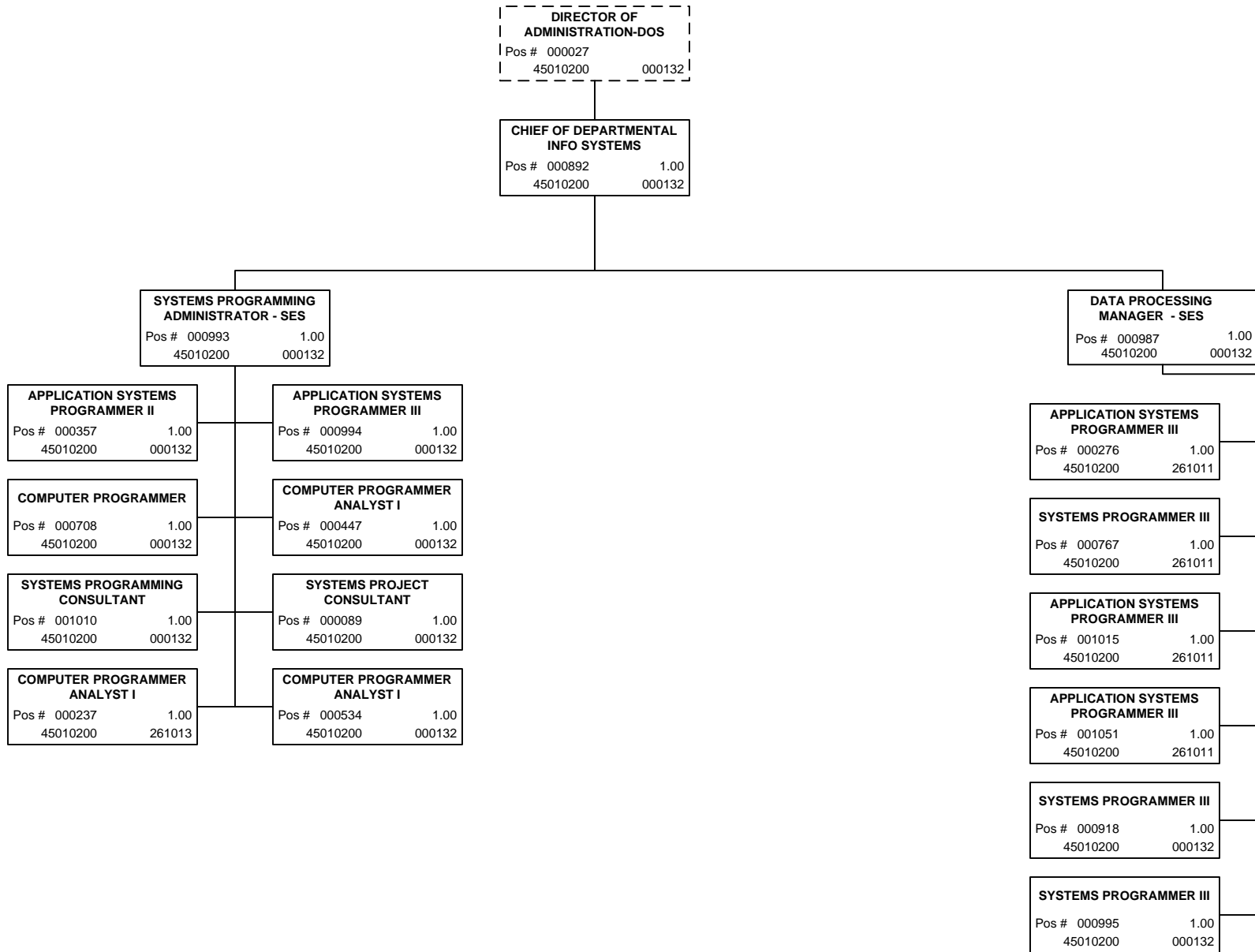
**Department of State
Division of Administrative Services
Office of Division Director**



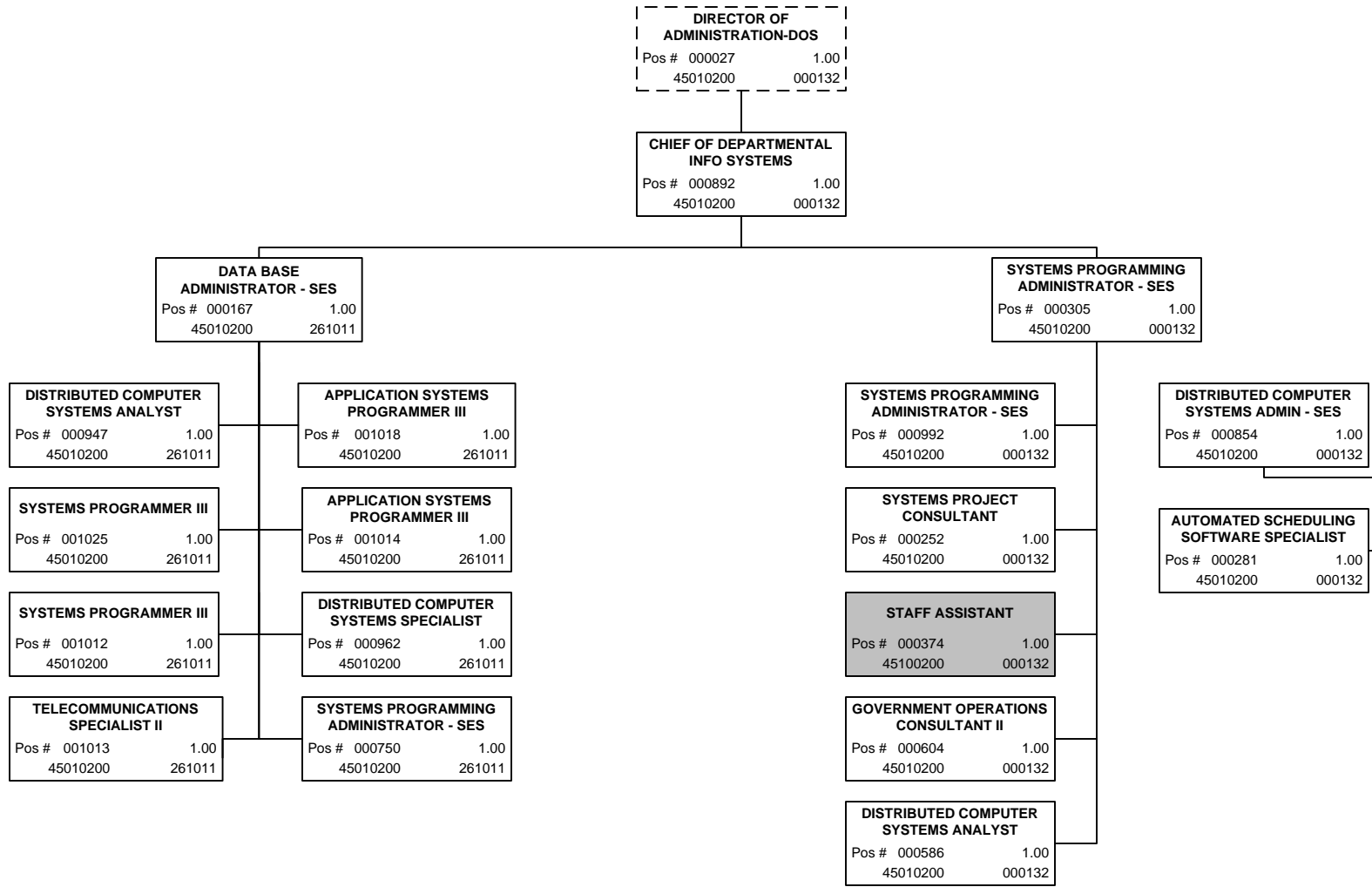
Department of State
Division of Administrative Services
Bureau of Planning, Budget & Financial Services



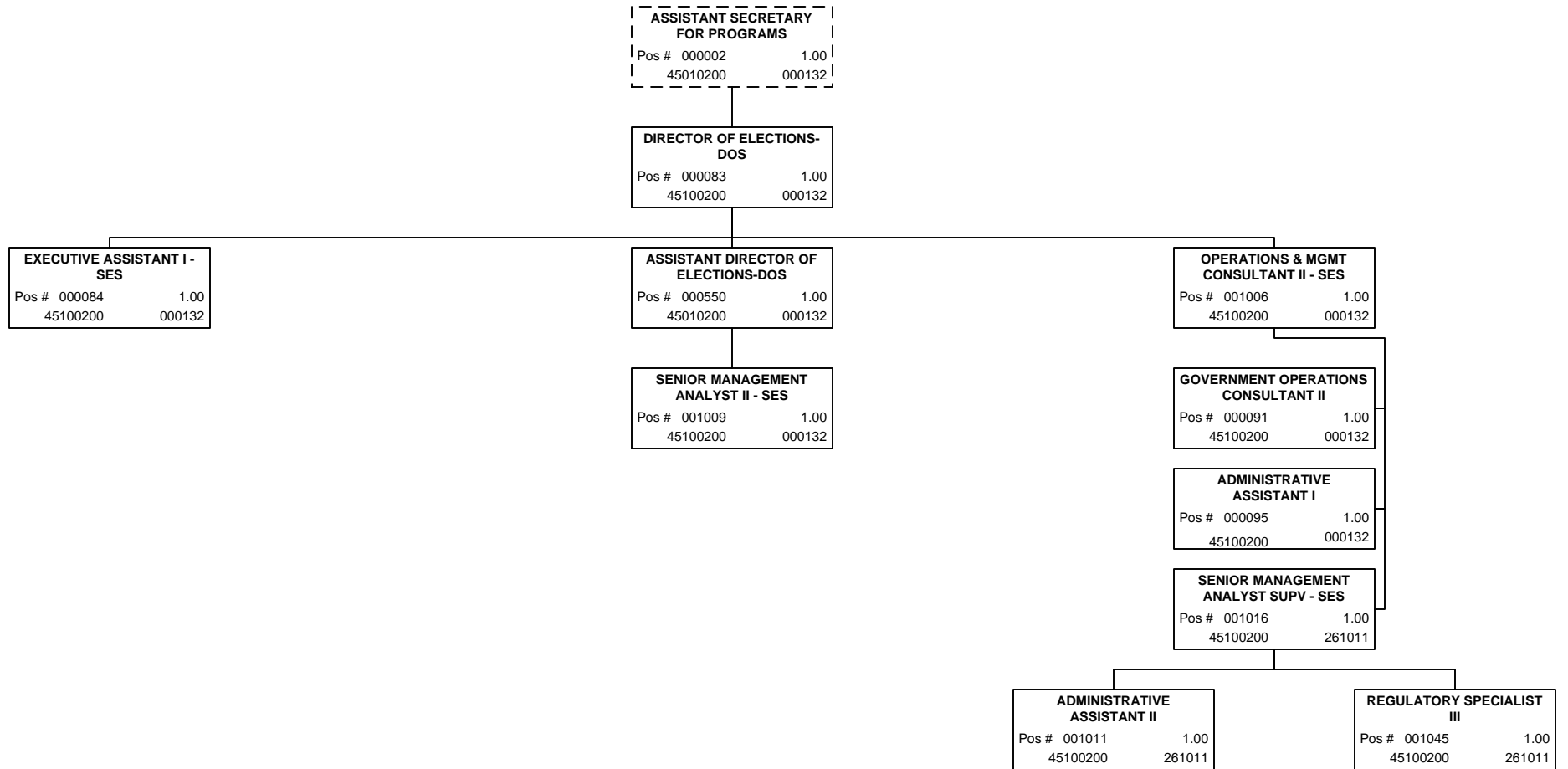
Department of State
Division of Administrative Services
Bureau of Departmental Information Systems (Page 1 of 2)



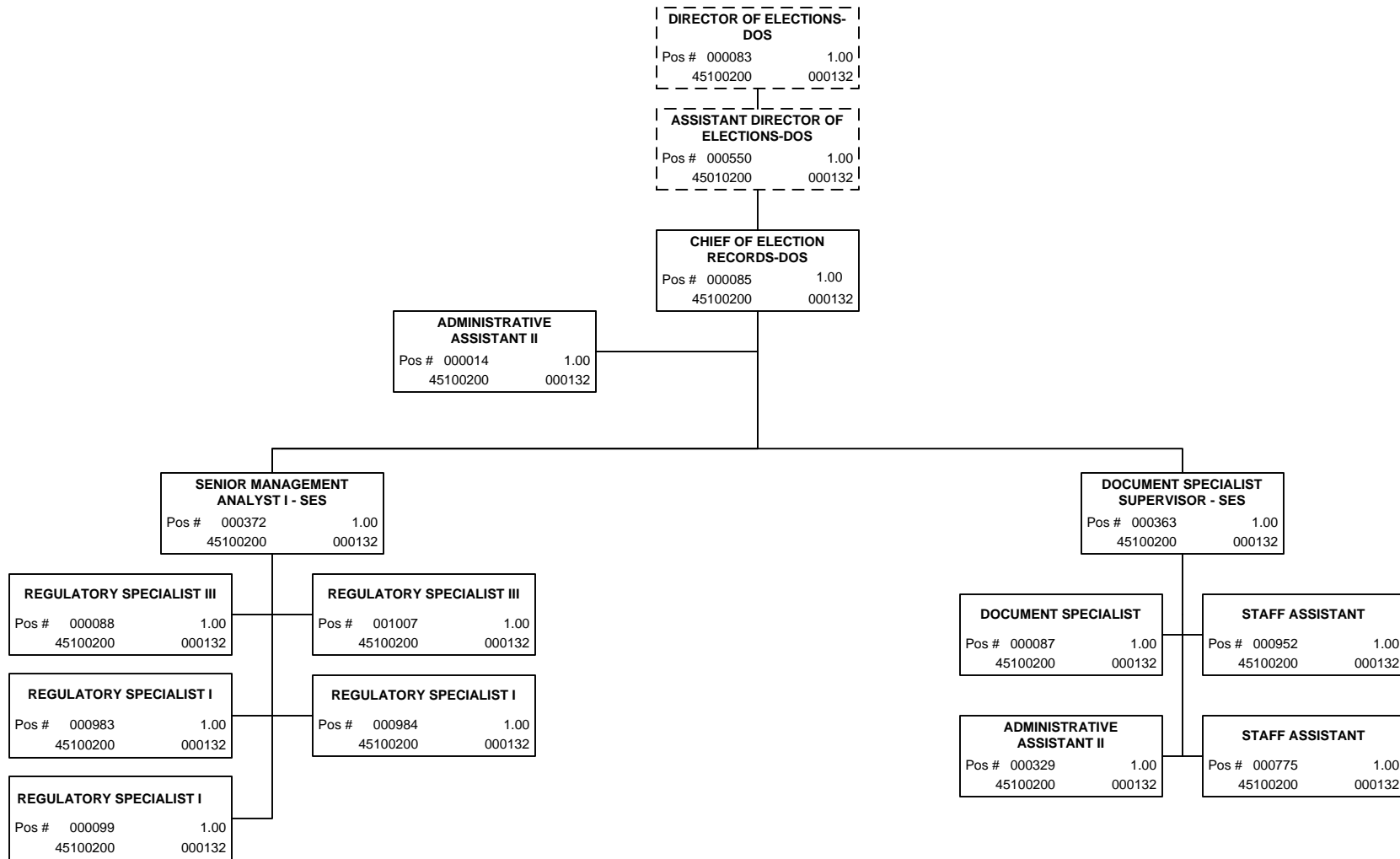
Department of State
Division of Administrative Services
Bureau of Departmental Information Systems (Page 2 of 2)



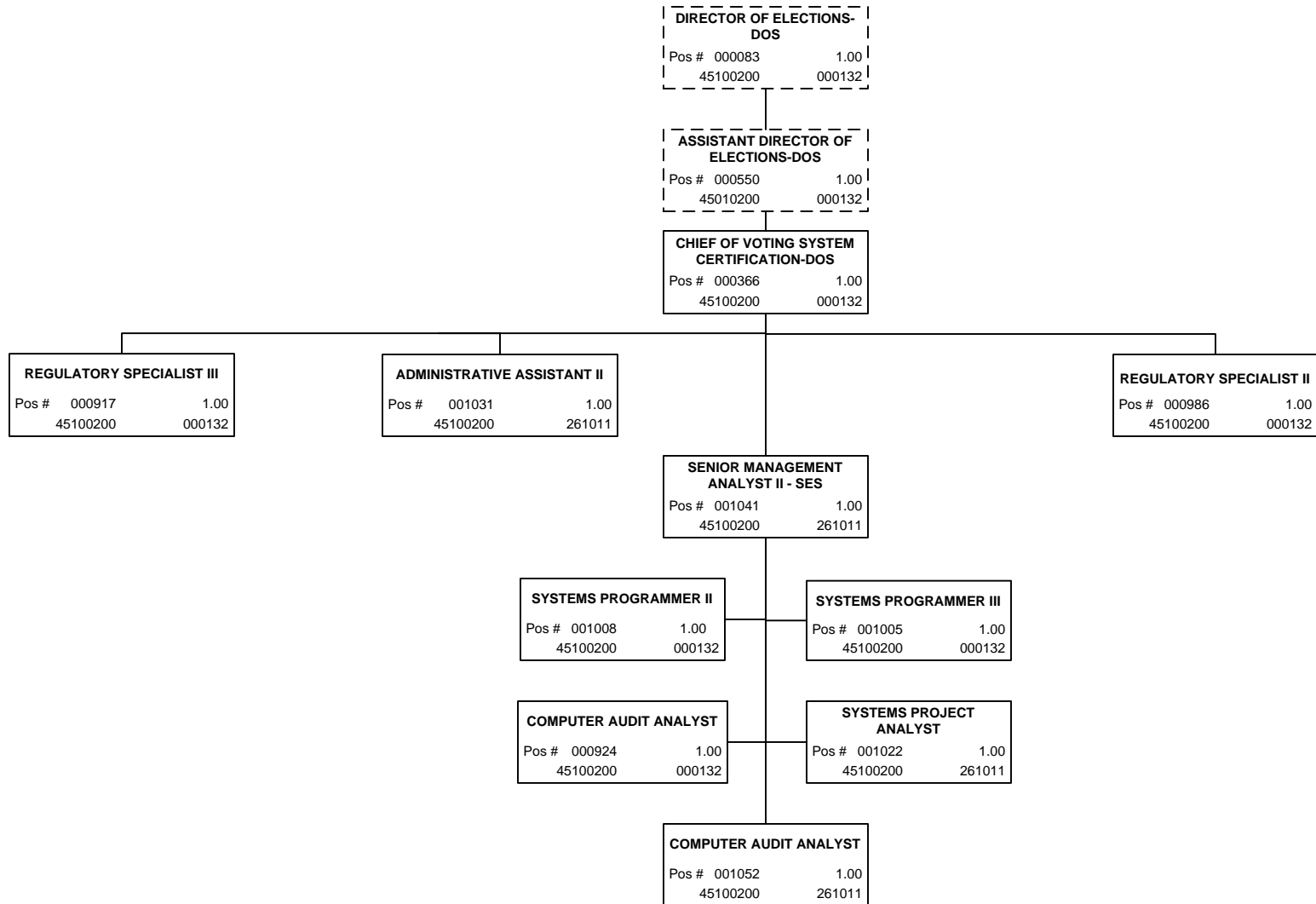
**Department of State
Division of Elections
Office of the Division Director**



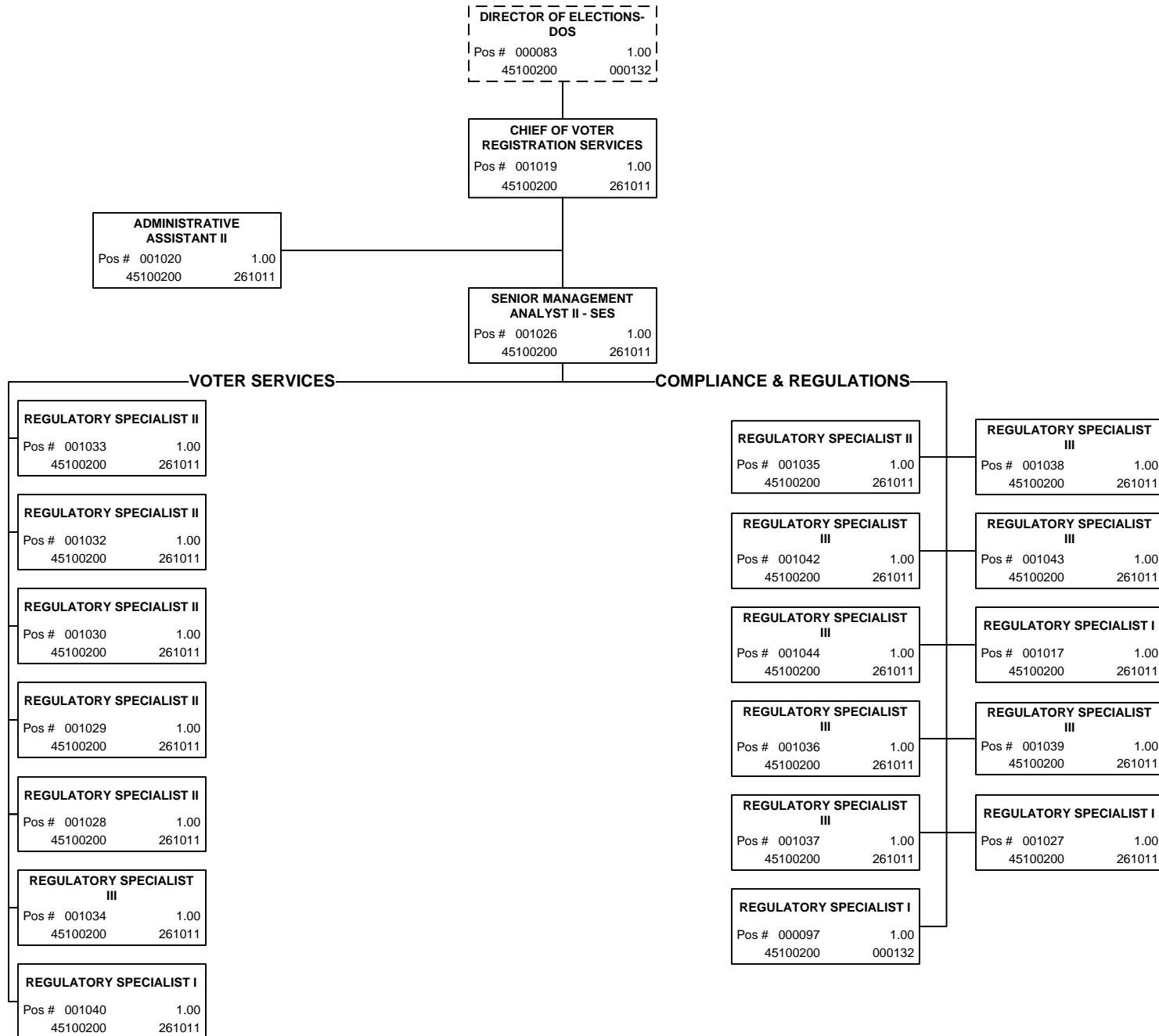
**Department of State
Division of Elections
Bureau of Election Records**



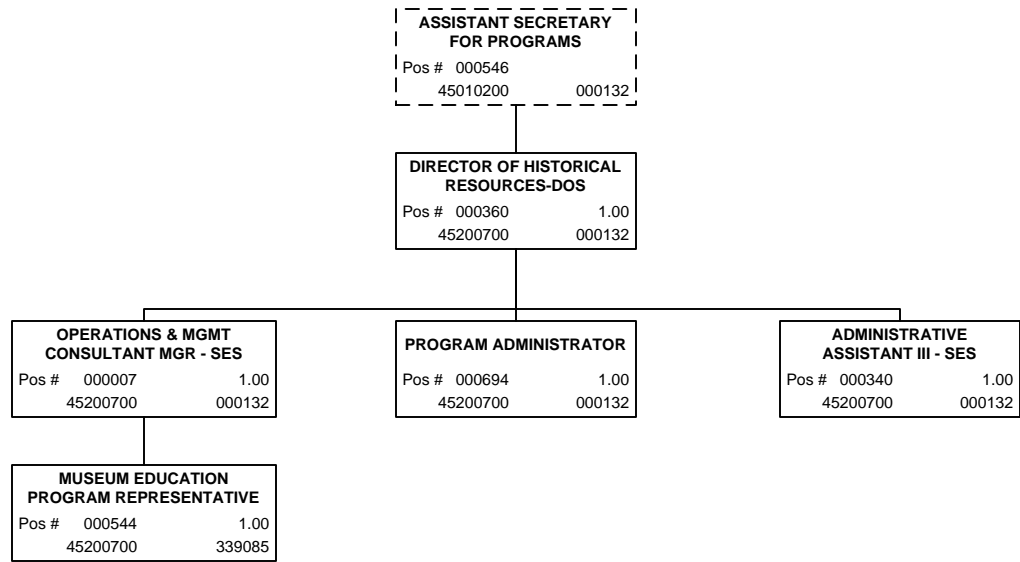
**Department of State
Division of Elections
Bureau of Voting Systems Certification**



**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

SENIOR ARCHITECT
 Pos # 000617 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

COMMUNITY ASSISTANCE CONSULTANT
 Pos # 000238 1.00
 45200700 000132

HISTORIC PRESERVATIONIST
 Pos # 000309 1.00
 45200700 000132

HISTORIC PRESERVATIONIST
 Pos # 000380 1.00
 45200700 000132

GEOGRAPHIC INFORMATION SYSTEM ADMIN-SES
 Pos # 000352 1.00
 45200700 339085

HISTORIAN III
 Pos # 001050 1.00
 45200700 339085

HISTORIC PRESERVATION GRANTS SPECIALIST
 Pos # 000618 1.00
 45200700 000132

HISTORIC SITES SPECIALIST
 Pos # 000330 1.00
 45200700 000132

HISTORIC PRESERVATIONIST
 Pos # 000194 1.00
 45200700 000132

ADMINISTRATIVE ASSISTANT II - SES
 Pos # 000625 1.00
 45200700 339085

HISTORIC PRESERVATIONIST SUPV - SES
 Pos # 000218 1.00
 45200700 000132

HISTORIC PRESERVATIONIST
 Pos # 000373 1.00
 45200700 000132

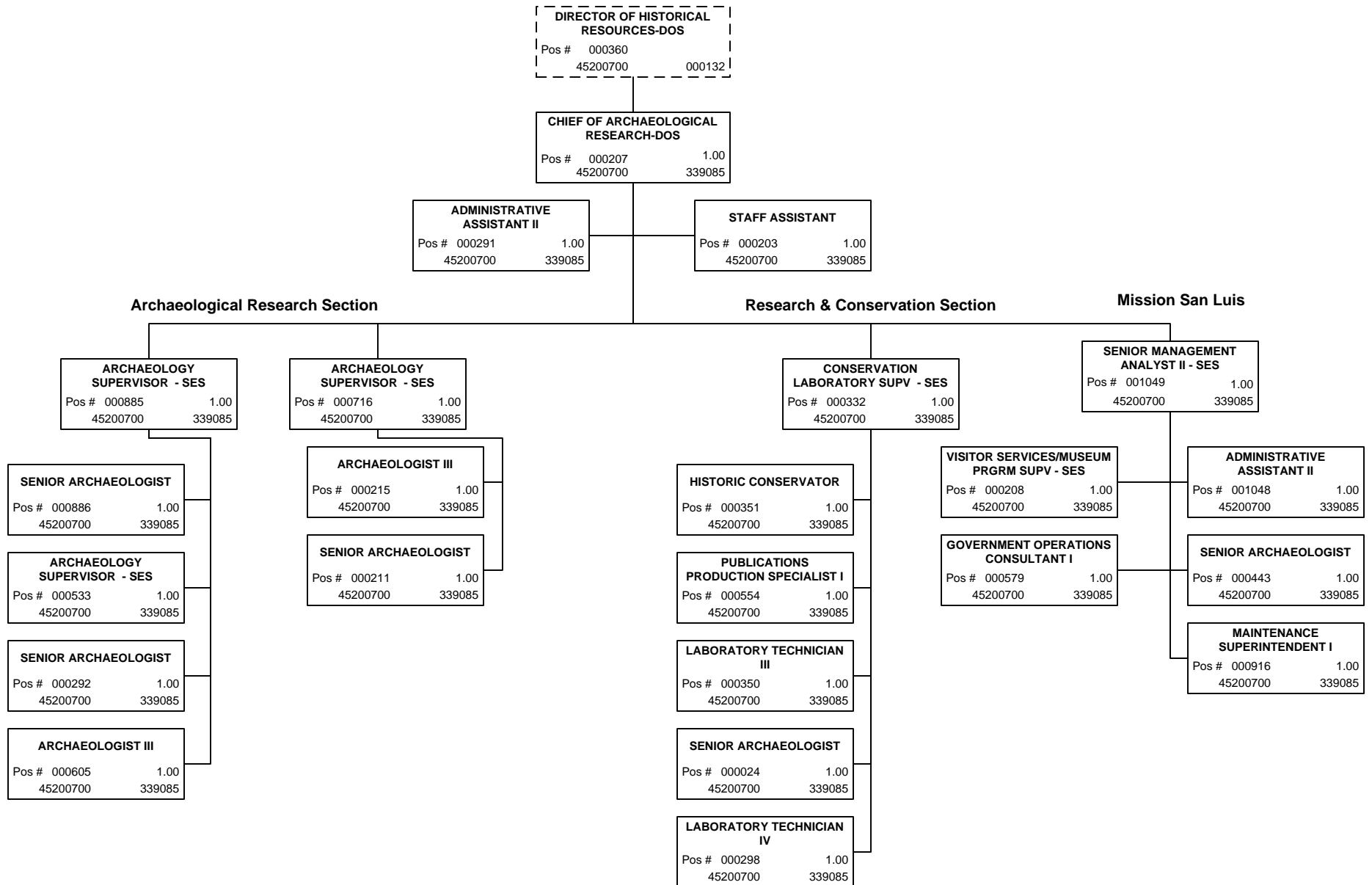
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 Pos # 000693 1.00
 45200700 000132

RECORDS SPECIALIST
 Pos # 000244 1.00
 45200700 339085

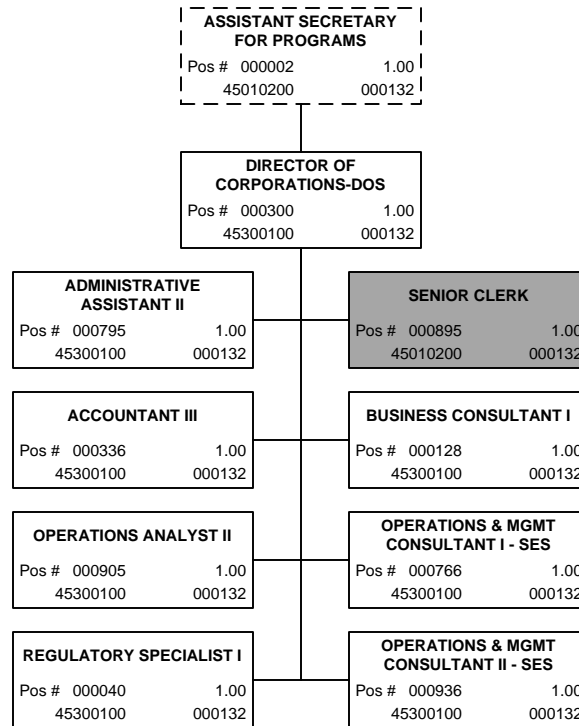
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 Pos # 000543 1.00
 45200700 000132

COMMUNITY ASSISTANCE CONSULTANT
 Pos # 000217 1.00
 45200700 000132

**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**

DIRECTOR OF
CORPORATIONS-DOS
Pos # 000300
45300100 000132

CHIEF OF COMMERCIAL
RECORDING
Pos # 000108 1.00
45300100 000132

REGULATORY SPECIALIST I
Pos # 000164 1.00
45300100 000132

SENIOR SECTION
ADMINISTRATOR - SES
Pos # 000111 1.00
45300100 000132

Business Organization Filing Section

Business Organization Filing Section

LICENSE ISSU/ELEC & CORP
RECD SPV II-SES
Pos # 000761 1.00
45300100 000132

LICENSE ISSU/ELEC & CORP
RECD SPV II-SES
Pos # 000324 1.00
45300100 000132

REGULATORY SPECIALIST II
Pos # 000135 1.00
45300100 000132

REGULATORY SPECIALIST II
Pos # 000707 1.00
45300100 000132

DOCUMENT SPECIALIST
Pos # 000687 1.00
45300100 000132

SENIOR CLERK
Pos # 000638 1.00
45300100 000132

SENIOR CLERK
Pos # 000783 1.00
45300100 000132

REGULATORY SPECIALIST
III
Pos # 000129 1.00
45300100 000132

REGULATORY SPECIALIST II
Pos # 000282 1.00
45300100 000132

REGULATORY SPECIALIST II
Pos # 000355 1.00
45300100 000132

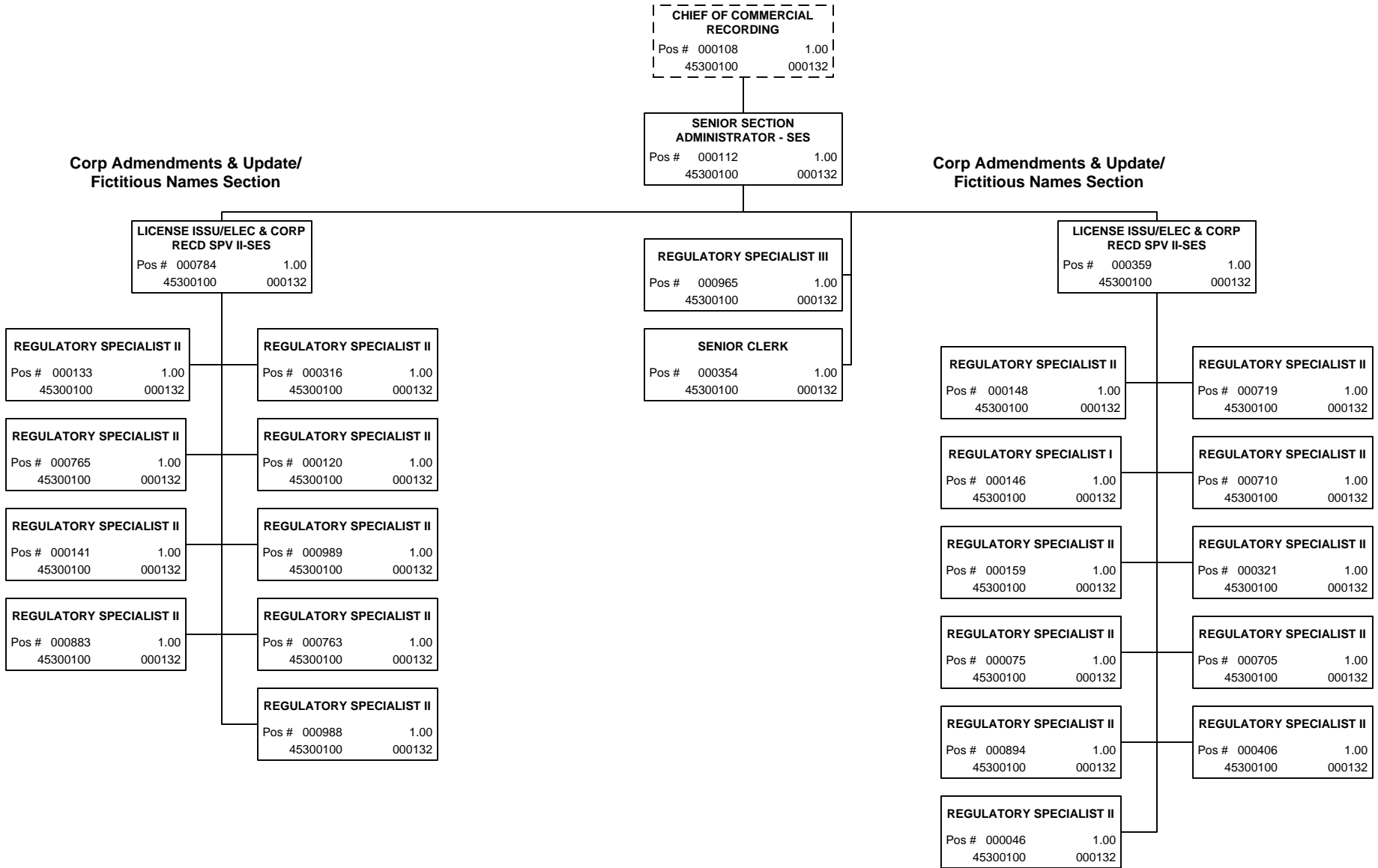
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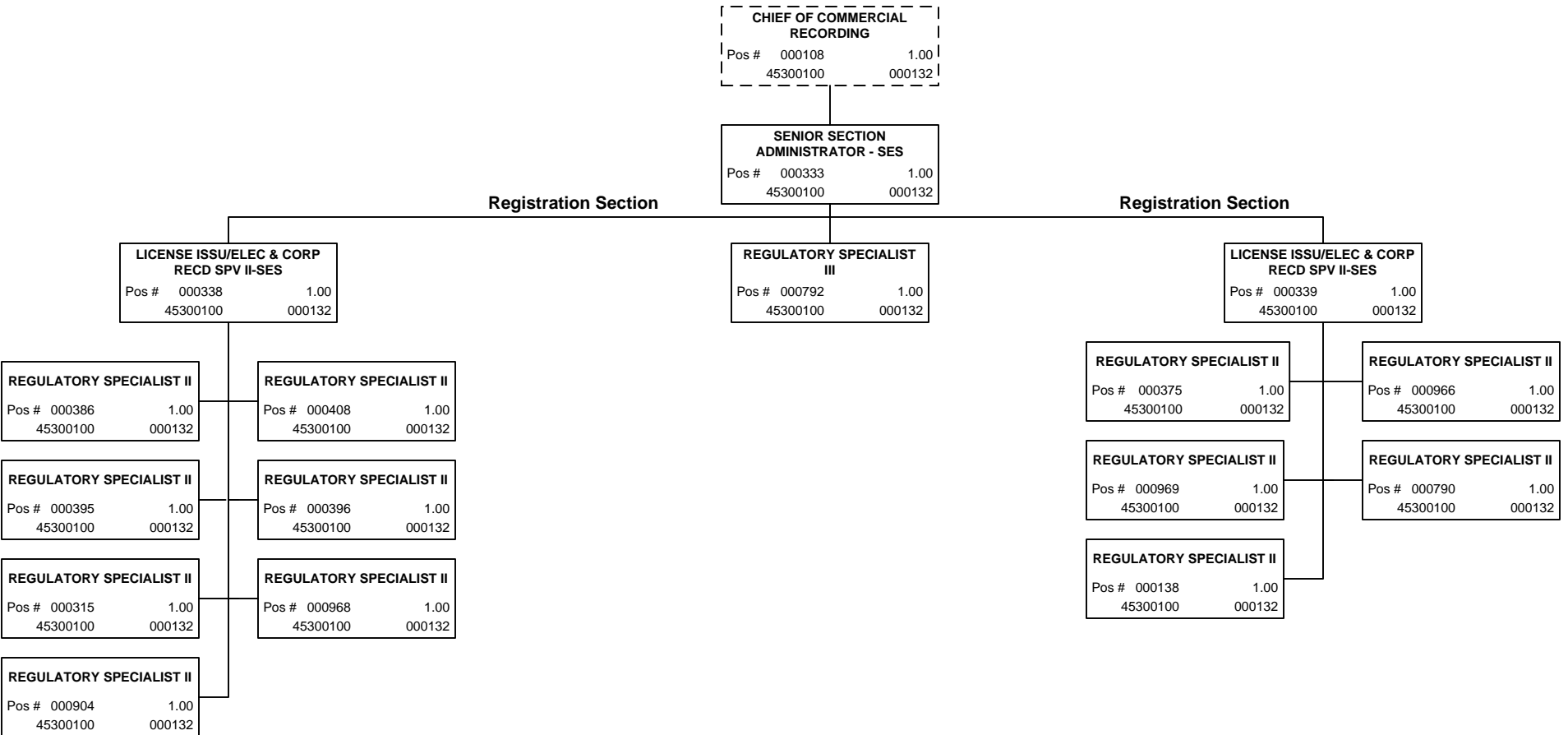
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45300100 000132

REGULATORY SPECIALIST II
Pos # 000145 1.00
45300100 000132

**Department of State
Division of Corporations
Bureau of Commercial Recording
Page 2 of 3**

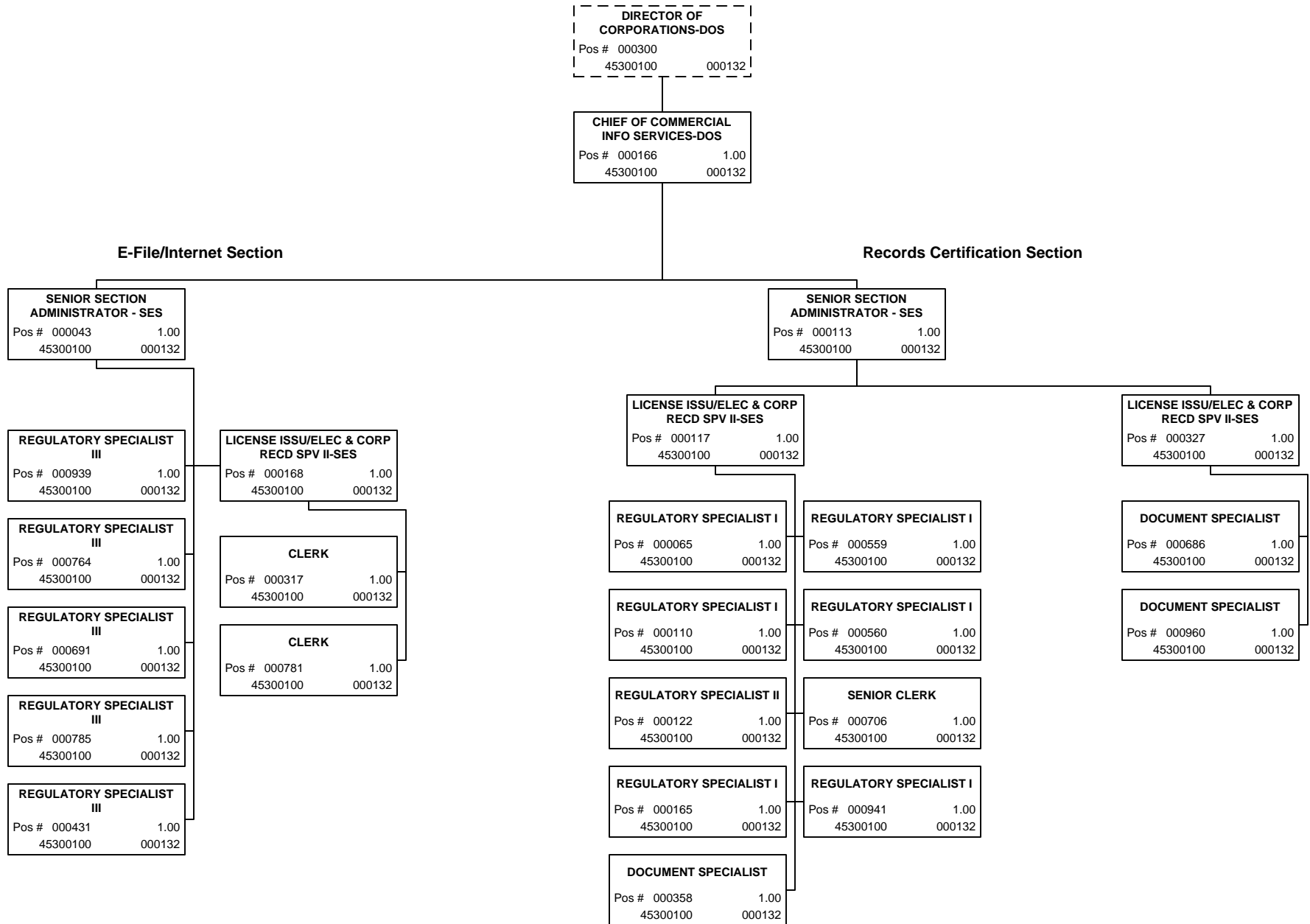


**Department of State
Division of Corporations
Bureau of Commercial Recording
Page 3 of 3**



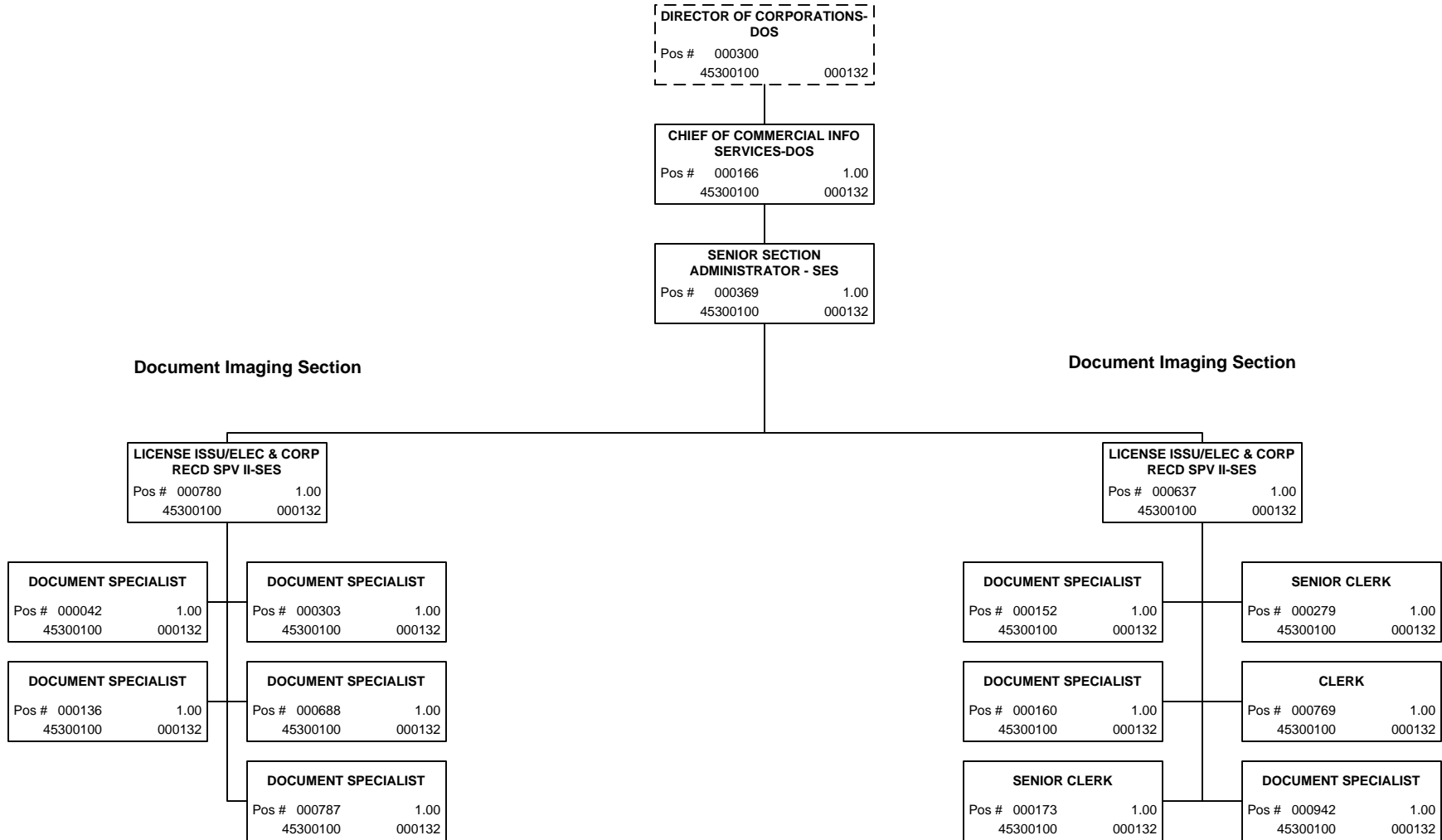
**Department of State
Division of Corporations
Bureau of Commercial Information Services**

Page 1 of 2



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

Page 2 of 2



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

ASSISTANT SECRETARY FOR PROGRAMS		
Pos #	000546	
45010200		000132

DIR OF LIBRARY AND INFORMATION SVCS-DOS		
Pos #	000226	1.00
45400100		000132

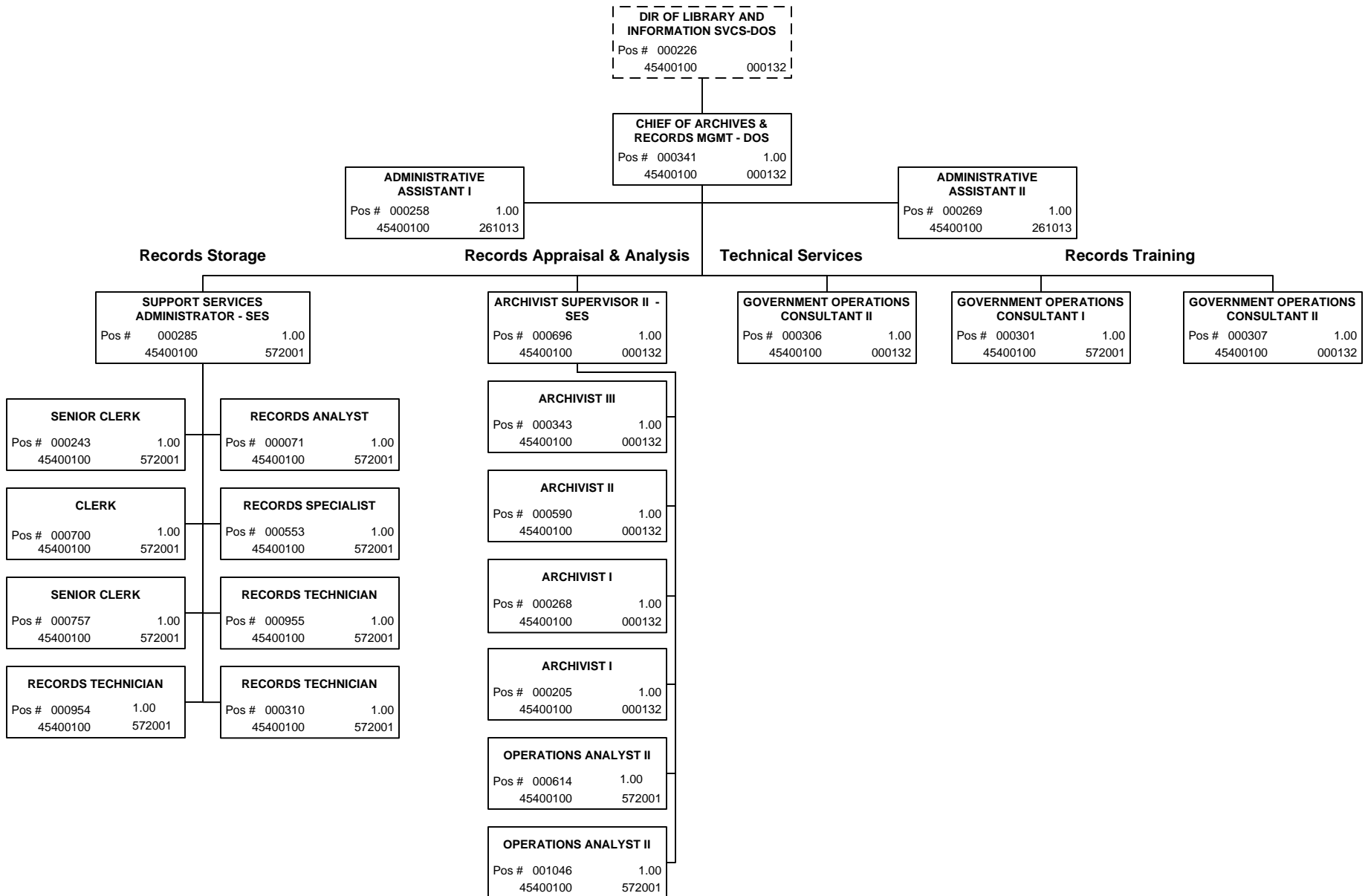
OPERATIONS & MGMT CONSULTANT II - SES		
Pos #	000229	1.00
45400100		000132

INFORMATION SPECIALIST III		
Pos #	000250	1.00
45400100		261013

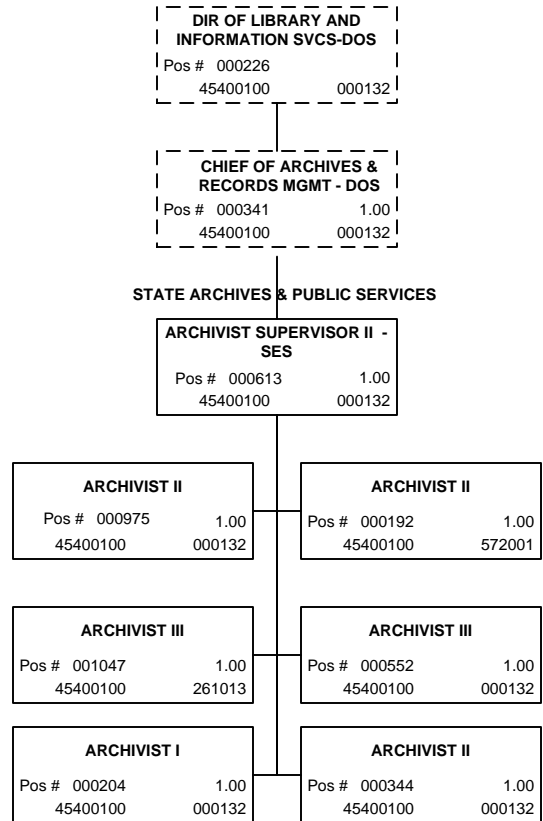
ADMINISTRATIVE ASSISTANT III		
Pos #	000302	1.00
45400100		000132

GOVERNMENT OPERATIONS CONSULTANT II- SES		
Pos #	000565	1.00
45400100		000132

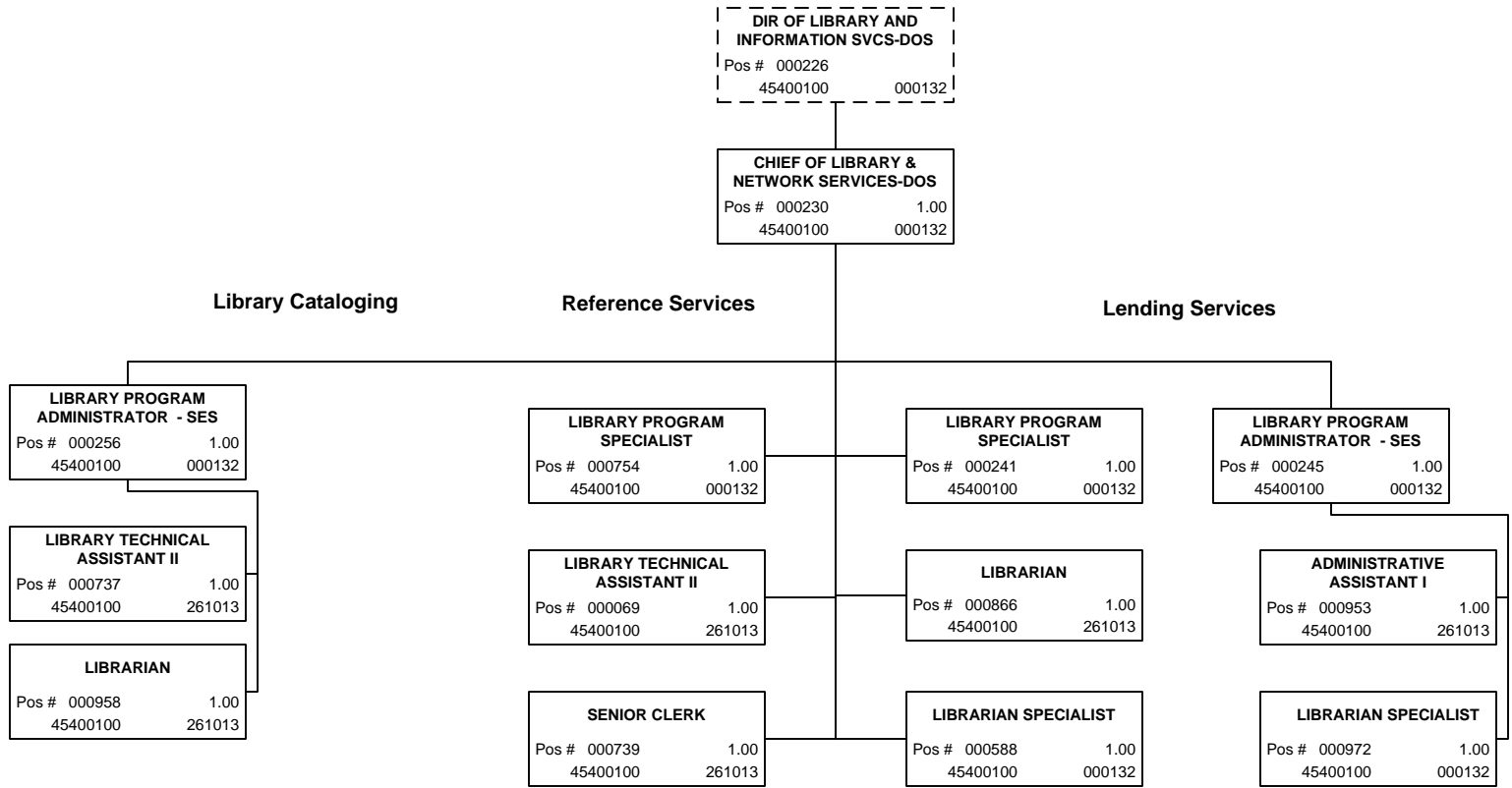
Department of State
Division of Library and Information Services
Bureau of Archives & Records Management (Page 1 of 2)



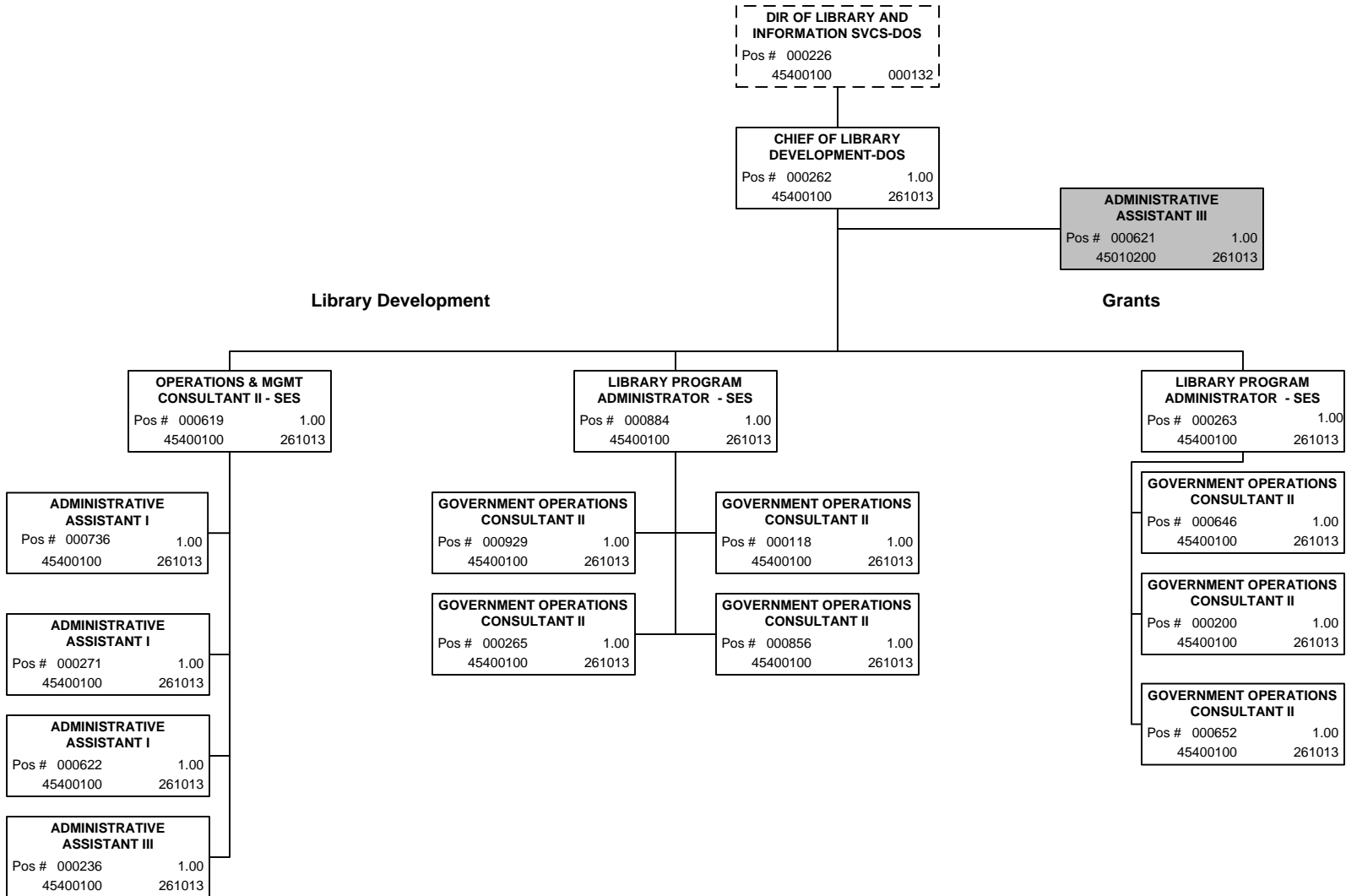
**Department of State
 Division of Library and Information Services
 Bureau of Archives & Records Management (Page 2 of 2)**



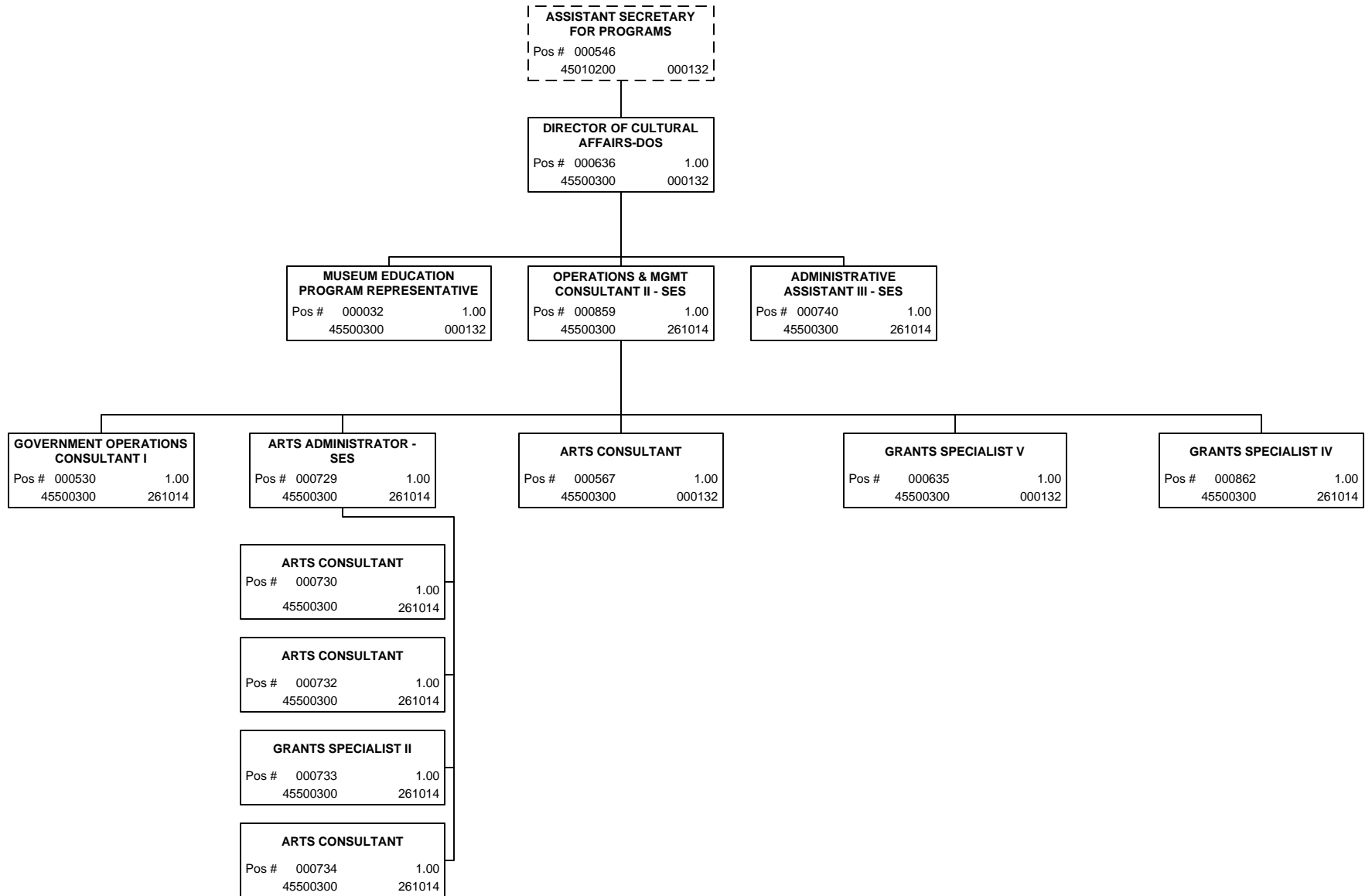
Department of State
Division of Library and Information Services
Bureau of Library & Network Services



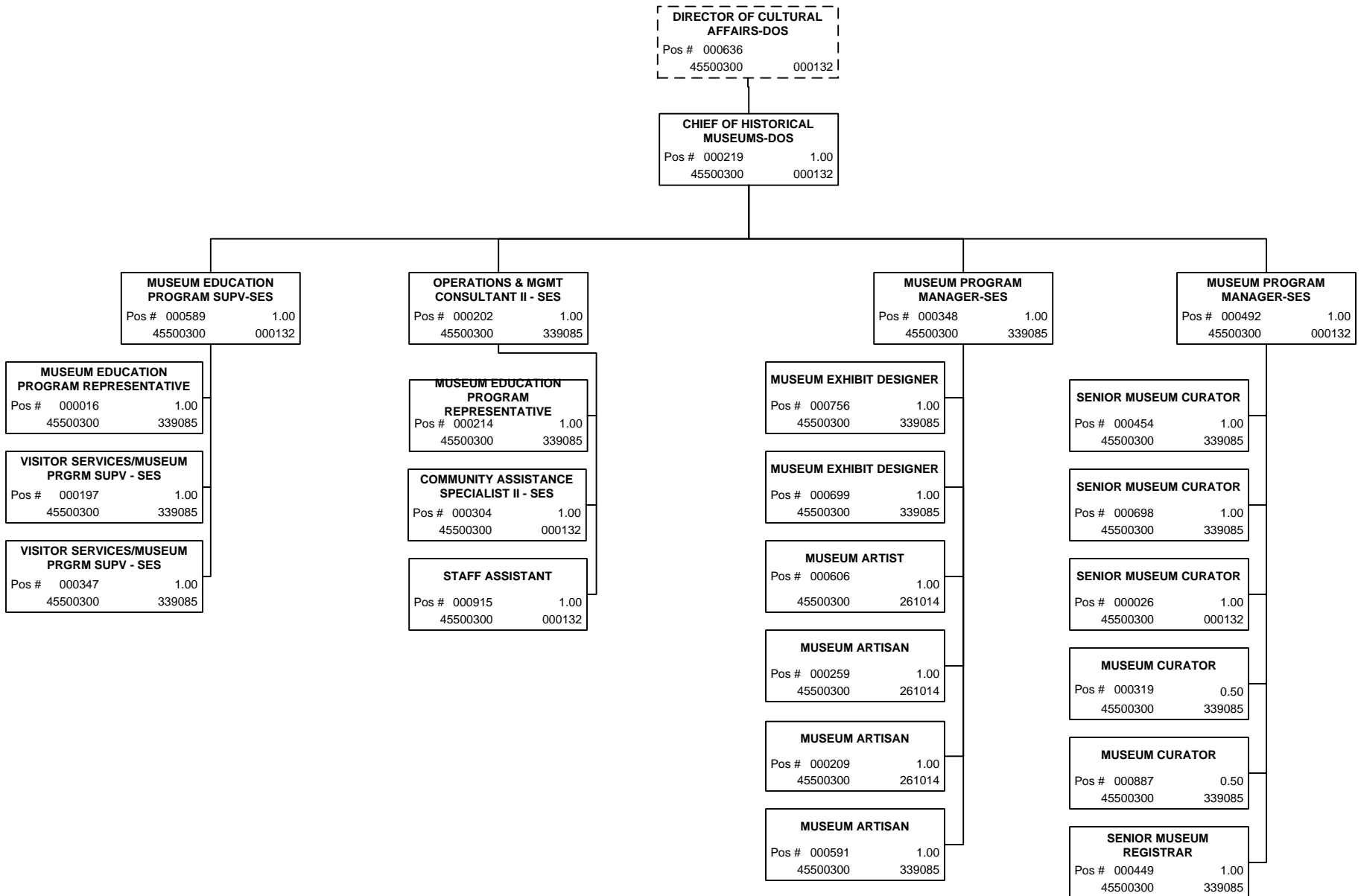
**Department of State
Division of Library and Information Services
Bureau of Library Development**



**Department of State
Cultural Affairs**



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



STATE, DEPARTMENT OF		FISCAL YEAR 2012-13			
SECTION I: BUDGET		OPERATING		FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		90,841,956		8,625,869	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		-4,072,724		-500,000	
FINAL BUDGET FOR AGENCY		86,769,232		8,125,869	
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					1,645,047
Administrative Code And Weekly Production * Number of notices edited and published		9,304	94.97	883,566	
Laws Of Florida Production * Number of laws received and processed		272	305.40	83,068	
Elections Assistance And Oversight * Number of elections assistance contacts		7,850,172	1.20	9,381,338	
Voting Education Grants *		49	101,401.55	4,968,676	
Survey And Registration Services * Number of properties protected and preserved		2,207	175.46	387,240	
Architectural Preservation Services * Number of preservation services applications		507	1,439.47	729,811	
Statewide Education Programs (includes Nea Apprenticeship) * Number of attendees at workshops		268,319	0.83	223,531	
Magazine And Publications * Number of recipients		4,300,502	0.07	298,443	
State And Federal Compliance Reviews * Preservation services applications reviewed		7,329	114.69	840,546	
Conserve And Curate Historic And Archaeological Objects * Number of historic and archaeological objects maintained for public use		494,947	4.80	2,373,432	
Florida Master Site File * Total number of historic and archaeological sites recorded in the Master Site File		192,375	4.32	830,114	
San Luis Mission Research And Interpretation * Number of interpretive products		525	3,455.53	1,814,155	
Commercial Recording-business Organization Filing * Number of business organization filings processed.		1,364,031	1.28	1,745,613	
Commercial Recording-registration * Number of commercial registration filings processed		1,428,247	1.03	1,466,083	
Commercial Recording-amendments * Number of amendments processed		1,337,471	1.52	2,035,473	
Commercial Recording-reinstatement * Number of commercial registration reinstatements processed		1,781,130	0.73	1,305,585	
Commercial Information Services - Records Certification * Number of records certified		1,758,773	0.80	1,415,036	
Commercial Information Services - Document Imaging * Number of documents imaged		7,669,652	0.30	2,285,214	
Library And Network Services * Number of additional library resources and increased number of uses of library resources		12,415,593	0.23	2,882,367	
Library Development Technical Assistance/Grants Management * Number of increased uses of library development resources		2,696,558	1.01	2,730,085	
State Aid To Libraries * Local financial support leveraged		512,175,433	0.04	21,363,257	
Federal Aid To Libraries * Number of Florida Electronic Library Uses		84,061,195	0.08	6,519,173	
State Archives * Number of additional archive resources and increased number of uses of archive resources		48,863,711	0.05	2,335,874	
Records Management * Total cost avoidance achieved		82,496,270	0.02	1,633,745	
Cultural Program Support Grants * Number of state supported cultural events		113,451	57.82	6,560,292	3,644,822
State Historic Museums * Number of visitors to Museum of Florida History sites.		66,463	31.11	2,067,414	
Museum Exhibit Fabrication * Number of museum exhibits available to the public		78	4,865.90	379,540	
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		55,328	5.72	316,283	
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		490,461	0.77	379,538	
TOTAL				80,234,492	5,289,869
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS				6,534,743	2,836,000
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				86,769,235	8,125,869

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: Christie Burrus 850-245-6512

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 2013 contain revenue or expenditure estimates related to your agency?

Yes No

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

	Issue (Revenue or Budget Driver)	R/B*	FY 2014-2015 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	G/A-Library Cooperative Grants	B	\$ 900,000	\$ 1,000,000
b	G/A-Cultural/Museum Grants and G/A Cultural Builds Florida Grants	B	\$ 6,900,000	\$ 6,165,486
c	G/A-Historic Preservation Grants	B	\$ 3,600,000	\$ 1,844,301
d	Elections	B	\$ 2,900,000	\$ 1,828,000

- 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**

Contact Information
Agency: FLORIDA DEPARTMENT OF STATE
Name: BRENDA TADLOCK, DIRECTOR DIVISION OF CORPORATIONS
Phone: (850) 245-6911
E-mail address: Brenda.Tadlock@DOS.MyFlorida.com

1. Vendor Name		
Image API, Inc.		
2. Brief description of services provided by the vendor.		
Serves as the Filing Office/Officer for the Florida Secured Transaction Registry. Responsible for all Uniform Commercial Code filing activities. Duties include developing programs, maintaining databases and website, processing filings, depositing fees, and interacting with the public in person and via telephone.		
3. Contract terms and years remaining.		
January 1, 2012 – December 31, 2016, with one 5 year renewal option.		
4. Amount of revenue generated		
Prior Fiscal Year \$4,749,909 12/13	Current Fiscal Year \$4,749,909 13/14	Next Fiscal Year (Request Year) \$4,749,909 14/15
5. Amount of revenue remitted		
Prior Fiscal Year \$2,954,646 12/13	Current Fiscal Year \$3,253,568 13/14	Next Fiscal Year (Request Year) \$3,533,672 14/15
6. Value of capital improvement		
N/A		
7. Remaining amount of capital improvement		
N/A		
8. Amount of state appropriations		
Prior Fiscal Year N/A	Current Fiscal Year N/A	Next Fiscal Year (Request Year) N/A



FLORIDA DEPARTMENT *of* STATE

Budget Entity Level Exhibits and Schedules

Legislative Budget Request

FY 2014-2015



FLORIDA 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 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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					
=====					
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
04 BUDGET ENTITY TRANSFER IN 45100200/2261	810000	1,114,448-	1,207,452-	1,224,027-	

TOTAL TO LINE E IN SECTION IV					
=====					
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
01 ROUNDING	991000	2			

TOTAL TO LINE H IN SECTION IV					
=====					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)				
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)				
LESS: OPERATING EXPENDITURES	(D)	1,114,450	1,207,452	1,224,027	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,114,448-	1,207,452-	1,224,027-	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	2-			
NET ADJUSTMENTS (FROM SECTION III)	(H)	2			
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 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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 CODE	CAP	SVC CHG%	AUTH	MATCHING %	CFDA NO.
			ST	I/C LOC I/C	

TOTAL TO LINE B IN SECTION IV

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

OBJECT CODE	TRANSFER TO BE	CFDA NO.
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08 BUDGET ENTITY TRANSFER IN/45200700/2339

810000			455,105-	510,358-	517,054-
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TOTAL TO LINE E IN SECTION IV

			455,105-	510,358-	517,054-
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SECTION III: ADJUSTMENTS

OBJECT CODE

TOTAL TO LINE H IN SECTION IV

SECTION IV: SUMMARY

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

			455,105	510,358	517,054
			455,105-	510,358-	517,054-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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.				
05 BUDGET ENTITY TRANSFER IN/45400100/2572	810000	78,413-	84,067-	85,340-	

TOTAL TO LINE E IN SECTION IV					
=====					
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
03 ROUNDING	991000	1			

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)	78,414	84,067	85,340	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	78,413-	84,067-	85,340-	
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: 2014 - 15

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,155,921 (A)	0	1,155,921
ADD: Other Cash (See Instructions)	0 (B)	0	0
ADD: Investments	54,628,269 (C)	0	54,628,269
ADD: Outstanding Accounts Receivable	33,213 (D)	0	33,213
ADD: _____	0 (E)	0	0
Total Cash plus Accounts Receivable	55,817,403 (F)	0	55,817,403
LESS: Allowances for Uncollectibles	20 (G)	0	20
LESS: "A" Carry Forwards	219,093 (H)	0	219,093
"B" Carry Forwards	188,240 (H)	0	188,240
Approved "FCO" Certified Forwards	0 (H)	0	0
LESS: Other Accounts Payable (Nonoperating)	5,534 (I)	0	5,534
LESS: Deferred Revenue	81,802 (J)	0	81,802
Unreserved Fund Balance, 07/01/2013	55,322,714 (K)	0	55,322,714**

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund - Combined
LAS/PBS Fund Number:	45200700/45010200/45400100/45500300
	2339

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,158,882 (A)				4,158,882
ADD: Other Cash (See Instructions)	0 (B)				0
ADD: Investments	0 (C)				0
ADD: Outstanding Accounts Receivable	2,453 (D)				2,453
ADD: _____	0 (E)				0
Total Cash plus Accounts Receivable	4,161,335 (F)		0		4,161,335
LESS: Allowances for Uncollectibles	2,453 (G)				2,453
LESS: "A" Carry Forwards	26,725 (H)				26,725
"B" Carry Forwards	70,151 (H)				70,151
Approved "FCO" Certified Forwards	63,151 (H)				63,151
LESS: Other Accounts Payable (Non-operating)	269 (I)				269
LESS: _____	0 (J)				0
Unreserved Fund Balance, 07/01/2013	3,998,587 (K)		0		3,998,587 **

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.



FLORIDA 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 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15				
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 CODE	CAP	SVC	AUTH	MATCHING %	CFDA				
		CHG%	ST	I/C LOC I/C	NO.				
24 GRANTS-HAVA	000700	NO	0.0	97.012	5.00 C 0.00 90.401	3,982,470			
25 VOTER FILE DISKS	001904	NO	0.0	216	0.00 0.00	2,604	3,000	3,000	
26 US DEPT HEALTH/HUM SERV	000700	NO	0.0	97.012	0.00 0.00 93.617	568,917	800,000	800,000	
27 INTEREST-STATE TREASURY	000504	NO	0.0	17.61	0.00 0.00	1,033,687	1,334,542	1,350,000	
TOTAL TO LINE B IN SECTION IV						5,587,678	2,137,542	2,153,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES									
OBJECT CODE	TRANSFER TO	BE	CFDA NO.						
12 TRANSFER TO FDLE, 2261, HAVA	811000	71700100		121,342	145,830	145,830			
13 BUDGET ENTITY TRANSFER OUT, 2261	810000	45010200		980,566	1,207,452	1,224,027			
14 ASSESSMENT ON INVESTMENTS	830000			66,764	66,727	67,500			
TOTAL TO LINE E IN SECTION IV						1,168,672	1,420,009	1,437,357	
SECTION III: ADJUSTMENTS									
OBJECT CODE									
01 ROUNDING	991000			1-					
03 SEPTEMBER 2012 CERT FORWARD/REVERSIONS	991000			70,768					
04 ADJ TO LINE A-PR YR CF ENCUMBRANCES 11-12	991000			130,993-					
06 SEPTEMBER 2013 CERT FORWARD/REVERSIONS	991000				84,948				
TOTAL TO LINE H IN SECTION IV						60,226-	84,948		

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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)	57,560,134	54,868,834	46,422,364	
ADD: REVENUES (FROM SECTION I)	(B)	5,587,678	2,137,542	2,153,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	63,147,812	57,006,376	48,575,364	
LESS: OPERATING EXPENDITURES	(D)	7,050,080	9,248,951	10,286,727	1,000,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,168,672	1,420,009	1,437,357	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	54,929,060	46,337,416	36,851,280	
NET ADJUSTMENTS (FROM SECTION III)	(H)	60,226-	84,948		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	54,868,834	46,422,364	36,851,280	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
03 FEDERAL HELP AMERICA VOTE ACT	N	R	54,868,834	46,422,364	36,851,280
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			54,868,834	46,422,364	36,851,280

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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 ST	MATCHING %		CFDA NO.			
					I/C	LOC I/C				
21 NOTARY SURCHARGE	000100	YES	8.0	117.010	0.00	0.00		391,584	400,000	400,000
22 PARTISAN ELE ASSESS FEE	000100	YES	8.0	99.103	0.00	0.00		2,986	1,934,748	184,272
23 PARTISAN FILING FEE	000100	YES	8.0	99.103	0.00	0.00		8,957	500,000	9,000
24 PARTISAN PARTY FEE-CLEA	000100	YES	8.0	99.103	0.00	0.00		5,971	340,000	6,000
25 CAMPAIGN FINANCING CONT	001100	NO	8.0	99.103	0.00	0.00		100	3,500	100
TOTAL TO LINE B IN SECTION IV								409,598	3,178,248	599,372

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.						
							16 TRANSFER DFS- CAMPAIGN FINANCE	810000	43200100
17 TRANSFER CANDIDATE FILING FEES- PARTIES	820000			13,218	772,800				
18 TRANSFER CANDIDATE FILING FEES- GR	800000			516					
19 TRANSFER TO GR- SERVICE CHARGE	880000			32,768	114,894	33,448			
20 TRANSFER TO ELECT COMMISSION-FILING FEE	810000	41300100		2,747	1,889,894	198,424			
21 TRANSFER TO EOG-NOTARY SURCHARGE FEES	810000	31100100		360,257	397,440	367,500			
TOTAL TO LINE E IN SECTION IV							409,598	3,178,248	599,372

SECTION III: ADJUSTMENTS

	OBJECT CODE					
TOTAL TO LINE H IN SECTION IV						

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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)	409,598	3,178,248	599,372	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	409,598	3,178,248	599,372	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	409,598	3,178,248	599,372	
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)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2014 - 15

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,155,921 (A)	0	1,155,921
ADD: Other Cash (See Instructions)	0 (B)	0	0
ADD: Investments	54,628,269 (C)	0	54,628,269
ADD: Outstanding Accounts Receivable	33,213 (D)	0	33,213
ADD: _____	0 (E)	0	0
Total Cash plus Accounts Receivable	55,817,403 (F)	0	55,817,403
LESS: Allowances for Uncollectibles	20 (G)	0	20
LESS: "A" Carry Forwards	219,093 (H)	0	219,093
"B" Carry Forwards	188,240 (H)	0	188,240
Approved "FCO" Certified Forwards	0 (H)	0	0
LESS: Other Accounts Payable (Nonoperating)	5,534 (I)	0	5,534
LESS: Deferred Revenue	81,802 (J)	0	81,802
Unreserved Fund Balance, 07/01/2013	55,322,714 (K)	0	55,322,714**

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Elections
LAS/PBS Fund Number:	45100200
	2261

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	388,566 (A)		388,566
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	54,628,269 (C)		54,628,269
ADD: Outstanding Accounts Receivable	33,214 (D)		33,214
ADD: _____	0 (E)	0	0
Total Cash plus Accounts Receivable	55,050,049 (F)	0	55,050,049
LESS: Allowances for Uncollectibles	20 (G)		20
LESS: "A" Carry Forwards	107,948 (H)		107,948
"B" Carry Forwards	67,712 (H)		67,712
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Non-operating)	5,534 (I)		5,534
LESS: _____	0 (J)	0	0
Unreserved Fund Balance, 07/01/2013	54,868,834 (K)	0	54,868,834 **

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: 2014 - 15

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

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	39,730	(A)		39,730
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	2,132	(D)		2,132
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	41,862	(F)	0	41,862
LESS: Allowances for Uncollectibles	0	(G)		0
LESS: "A" Carry Forwards	0	(H)		0
"B" Carry Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	41,862	(I)		41,862
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2013	0	(K)	0	0 **

Notes:

*SWFS = Statewide Financial Statement

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



FLORIDA 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 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				

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.			
21 NAT'L ENDOWMENT F/ARTS	000700	NO	0.0	267.031	0.00	0.00	45.025		50,473	40,000	40,000
22 NAT'L PARK SERVICE	000700	NO	0.0	267.031	60.00	C 40.00	C 15.904		941,389	1,031,826	1,031,826
23 TRANSFER IN DEP, 2339	001510	NO	0.0	267.031	0.00	0.00	11.419		35,927		
24 TRANSFER IN DOT, 2540	001510	NO	0.0	267.031	0.00	0.00	20.205		165,945	240,950	240,950
25 PRIOR YEAR REFUNDS	001800	NO	0.0	216.177	0.00	0.00			1,427	500	500
26 12-MTH OLD WARRANT CANC	003800	NO	0.0	216.177	0.00	0.00			500		
TOTAL TO LINE B IN SECTION IV									1,195,661	1,313,276	1,313,276

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

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

SECTION III: ADJUSTMENTS

	OBJECT		
	CODE		
03 SEPTEMBER 2012 CERT FORWARD/REVERSIONS	991000		28,346
04 ADJ TO LINE A-PR YR CF ENCUMBRANCES 11-12	991000		26,057-
05 ADJ TO LINE A- PR YR SWFS ADJ TO PAYABLES	991000		31,628-
06 SEPTEMBER 2013 CERT FORWARD/REVERSIONS	991000		19,303
07 ROUNDING	991000		1-
TOTAL TO LINE H IN SECTION IV			

	COL A01 ACT PR YR EXP 2012-13	COL A02 CURR YR EST EXP 2013-14	COL A03 AGY REQUEST FY 2014-15	COL A04 AGY REQ N/R FY 2014-15
STATE, DEPT OF	45000000			
PGM: HISTORICAL RESOURCES	45200000			
<u>HISTORICAL RESOURCES</u>	45200700			
FUND: FEDERAL GRANTS TRUST FUND	2261			

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	100,021	36,592	46,715
ADD: REVENUES (FROM SECTION I)	(B)	1,195,661	1,313,276	1,313,276
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	1,295,682	1,349,868	1,359,991
LESS: OPERATING EXPENDITURES	(D)	1,229,750	1,322,456	1,328,619
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	65,932	27,412	31,372
NET ADJUSTMENTS (FROM SECTION III)	(H)	29,340-	19,303	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	36,592	46,715	31,372

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
03 NATIONAL PARK SERVICE	N	R	36,592	46,715	31,372
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			36,592	46,715	31,372

	COL A01 ACT PR YR EXP 2012-13	COL A02 CURR YR EST EXP 2013-14	COL A03 AGY REQUEST FY 2014-15	COL A04 AGY REQ N/R FY 2014-15
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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 ST	MATCHING % I/C LOC I/C	CFDA NO.			
40 UNDERWATER EXPLOR/SALA	000100	YES	8.0	267	0.00 0.00		1,804	2,404	2,500
41 VIVA FLORIDA	001905	YES	0.0	265	0.00 0.00		100,000		
42 ROYALTIES	000115	NO	8.0	267	0.00 0.00		599	658	650
43 RECYCLING	001904	NO	8.0	216	0.00 0.00		3,041	3,236	3,236
44 CERT/PHOTO COPIES-NONST	001904	NO	8.0	267	0.00 0.00		166	27	30
45 PRESV OF ARTIFACTS-NPS	001904	NO	0.0	267	0.00 0.00		2,270		
46 REST PENALTY FINE	001200	NO	0.0	216.177	0.00 0.00		3,034		
47 TRANSFER IN CASH, 2510	001500	NO	0.0	267.031	0.00 0.00		109,714		
48 PRIOR YEAR REFUNDS	001800	NO	8.0	216.177	0.00 0.00		5,566	1,000	1,000
49 REFUNDS	001800	NO	8.0	216.177	0.00 0.00		248	250	250
50 TRANS IN DEP CARL	001500	NO	0.0	267.031	0.00 0.00		4,910,483	5,360,000	5,809,517
TOTAL TO LINE B IN SECTION IV							5,136,925	5,367,575	5,817,183

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.			
51 TRANSFER TO GR- SERVICE CHARGE	880800			8,898	606	613
52 BE TRANSFER OUT 45500300/2339	810000	45500300		1,367,157	1,463,828	1,476,552
53 BE TRANSFER OUT 45400100/2339	810000	45400100		78,383	100,000	100,000
54 BE TRANSFER OUT 45010200/2339	810000	45010200		455,105	510,358	517,054
55 5% TRUST FUND RESERVE	999000					268,316
TOTAL TO LINE E IN SECTION IV				1,909,543	2,074,792	2,362,535

SECTION III: ADJUSTMENTS

	OBJECT CODE	
55 SEPTEMBER 2012 CERT FORWARD/REVERSIONS	991000	741
56 ADJ LINE A-PRIOR YR FCO ENCUMBRANCE CF	991000	443,473-
57 ADJ LINE A-PRIOR YR CF ENCUMBRANCES 11-12	991000	31,434-
58 JUNE 2013 CF FCO REVERSIONS	991000	4,748
59 SEPTEMBER 2013 CERT FORWARD/REVERSIONS	991000	11,946
60 ROUNDING	991000	19-

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: GRANTS AND DONATIONS TF	2339				

SECTION III: ADJUSTMENTS

OBJECT
 CODE

TOTAL TO LINE H IN SECTION IV

474,185-	16,694		
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SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	4,102,881	3,998,587	3,480,321
ADD: REVENUES (FROM SECTION I)	(B)	5,136,925	5,367,575	5,817,183
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	9,239,806	9,366,162	9,297,504
LESS: OPERATING EXPENDITURES	(D)	2,857,491	3,827,743	3,852,608
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,909,543	2,074,792	2,362,535
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	4,472,772	3,463,627	3,082,361
NET ADJUSTMENTS (FROM SECTION III)	(H)	474,185-	16,694	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	3,998,587	3,480,321	3,082,361

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
61 TRANSFER IN-DEP-CARL	S	R	3,998,587	3,480,321	3,082,361
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			3,998,587	3,480,321	3,082,361

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
STATE, DEPT OF	45000000				
PGM: HISTORICAL RESOURCES	45200000				
<u>HISTORICAL RESOURCES</u>	45200700				
FUND: OPERATING TRUST FUND	2510				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH MATCHING % CFDA				
	CODE CHG% ST I/C LOC I/C NO.				
30 INTEREST/STATE TREASURY	000502 NO 8.0 17.61 0.00 0.00	632			
TOTAL TO LINE B IN SECTION IV		632			
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
31 TRANSFER TO GR- SERVICE CHARGE	880800	48			
32 TRANSFER OUT 45200700/2339	810000 45200700	109,714			
33 ASSESSMENT ON INVESTMENTS	830000	30			
TOTAL TO LINE E IN SECTION IV		109,792			
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)	109,160			
ADD: REVENUES (FROM SECTION I)	(B)	632			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	109,792			
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	109,792			
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)				

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2014 - 15

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,155,921	(A)		1,155,921
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	54,628,269	(C)		54,628,269
ADD: Outstanding Accounts Receivable	33,213	(D)	0	33,213
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	55,817,403	(F)	0	55,817,403
LESS: Allowances for Uncollectibles	20	(G)		20
LESS: "A" Carry Forwards	219,093	(H)	0	219,093
"B" Carry Forwards	188,240	(H)		188,240
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Nonoperating)	5,534	(I)		5,534
LESS: Deferred Revenue	81,802	(J)	0	81,802
Unreserved Fund Balance, 07/01/2013	55,322,714	(K)	0	55,322,714 **

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Historical Resources
LAS/PBS Fund Number:	45200700
	2261

	Balance as of 6/30/2013		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	218,945	(A)			218,945
ADD: Other Cash (See Instructions)	0	(B)			0
ADD: Investments	0	(C)			0
ADD: Outstanding Accounts Receivable	0	(D)			0
ADD: _____	0	(E)			0
Total Cash plus Accounts Receivable	218,945	(F)	0		218,945
LESS: Allowances for Uncollectibles	0	(G)			0
LESS: "A" Carry Forwards	77,966	(H)			77,966
"B" Carry Forwards	22,585	(H)			22,585
Approved "FCO" Certified Forwards	0	(H)			0
LESS: Other Accounts Payable (Non-operating)	0	(I)			0
LESS: Deferred Revenues	81,802	(J)	0		81,802
Unreserved Fund Balance, 07/01/2013	36,592	(K)	0		36,592 **

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund - Combined
LAS/PBS Fund Number:	45200700/45010200/45400100/45500300
	2339

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,158,882 (A)			4,158,882
ADD: Other Cash (See Instructions)	0 (B)			0
ADD: Investments	0 (C)			0
ADD: Outstanding Accounts Receivable	2,453 (D)			2,453
ADD: _____	0 (E)			0
Total Cash plus Accounts Receivable	4,161,335 (F)		0	4,161,335
LESS: Allowances for Uncollectibles	2,453 (G)			2,453
LESS: "A" Carry Forwards	26,725 (H)			26,725
"B" Carry Forwards	70,151 (H)			70,151
Approved "FCO" Certified Forwards	63,151 (H)			63,151
LESS: Other Accounts Payable (Non-operating)	269 (I)			269
LESS: _____	0 (J)			0
Unreserved Fund Balance, 07/01/2013	3,998,587 (K)		0	3,998,587 **

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Grants & Donations Trust Fund - Historical Resources
LAS/PBS Fund Number:	45200700
	2339

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	4,158,882	(A)	0	4,158,882
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	2,453	(D)		2,453
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	4,161,335	(F)	0	4,161,335
LESS: Allowances for Uncollectibles	2,453	(G)		2,453
LESS: "A" Carry Forwards	26,725	(H)		26,725
"B" Carry Forwards	70,151	(H)		70,151
Approved "FCO" Certified Forwards	63,151	(H)		63,151
LESS: Other Accounts Payable (Non-operating)	269	(I)		269
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2013	3,998,587	(K)	0	3,998,587**

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Operating Trust Fund - Historical Resources
LAS/PBS Fund Number:	45200700
	2510

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0 (A)		0
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	0 (D)		0
ADD: _____	0 (E)		0
Total Cash plus Accounts Receivable	0 (F)	0	0
LESS: Allowances for Uncollectibles	0 (G)		0
LESS: "A" Carry Forwards	0 (H)		0
"B" Carry Forwards	0 (H)		0
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Non-operating)	0 (I)		0
LESS: _____	0 (J)		0
Unreserved Fund Balance, 07/01/2013	0 (K)	0	0**

Notes:

*SWFS = Statewide Financial Statement

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



FLORIDA 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 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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.				
03 CABLE FRANCHISE FEES	000100 YES 0.0 610 0.00 0.00	8,000	12,000	12,000	
TOTAL TO LINE B IN SECTION IV		8,000	12,000	12,000	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT TRANSFER CFDA				
	CODE TO BE NO.				
03 TRANSFER OUT TO DACS, 2321	810000 42160200	8,000	12,000	12,000	
TOTAL TO LINE E IN SECTION IV		8,000	12,000	12,000	
SECTION III: ADJUSTMENTS					
	OBJECT				
	CODE				
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)				
ADD: REVENUES (FROM SECTION I)	(B)	8,000	12,000	12,000	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	8,000	12,000	12,000	
LESS: OPERATING EXPENDITURES	(D)				
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	8,000	12,000	12,000	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)				
NET ADJUSTMENTS (FROM SECTION III)	(H)				
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)				



FLORIDA DEPARTMENT *of* STATE

Library & Information Services Schedule I Series

								COL A01	COL A02	COL A03	COL A04
								ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
								EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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	CAP	SVC	AUTH	MATCHING %		CFDA				
	CODE		CHG%	ST	I/C	LOC	I/C	NO.			
21 NAT'L HIST PUBLICATION	000700	NO	0.0	257.12	0.00	0.00	89.003	19,421	5,500	5,500	
22 LIBRARY SVCS/TECH ACT	000700	NO	0.0	257.12	34.00	C 0.00	45.310	7,273,903	7,871,982	7,871,982	
23 INTERST(GRANTS REV)FED	000504	NO	0.0	257.12	0.00	0.00		19,732	23,000	23,000	
24 REFUNDS	001800	NO	0.0	216.177	0.00	0.00		179	100	100	
25 PRIOR YR REFUNDS	001800	NO	0.0	216.177	0.00	0.00		4,393			
								-----	-----	-----	
TOTAL TO LINE B IN SECTION IV								7,317,628	7,900,582	7,900,582	-----
=====											
SECTION II: DETAIL OF NONOPERATING EXPENDITURES											
				OBJECT	TRANSFER		CFDA				
				CODE	TO	BE	NO.				
04 UNFUNDED BUDGET				899000					288,640-		
26 REFUND OF NON-STATE REVENUE				860000				2,176	2,100	2,100	
27 BE TRANSFER OUT 45010200/2261				810000				133,882	151,187	151,187	
								-----	-----	-----	
TOTAL TO LINE E IN SECTION IV								136,058	135,353-	153,287	-----
=====											
SECTION III: ADJUSTMENTS											
				OBJECT							
				CODE							
11 ADJ TO LINE A-2013 CF REVERSIONS				991000					26,406		
28 SEPTEMBER 2012-CERT FORWARD/ REVERSIONS				991000				665			
29 ADJ LINE A-PR YR CF ENCUMBRANCES 11-12				991000				301,616-			
30 ROUNDING				991000				1-			
								-----	-----	-----	
TOTAL TO LINE H IN SECTION IV								300,952-	26,406		-----
=====											

	COL A01 ACT PR YR EXP 2012-13	COL A02 CURR YR EST EXP 2013-14	COL A03 AGY REQUEST FY 2014-15	COL A04 AGY REQ N/R FY 2014-15
STATE, DEPT OF	45000000			
PGM: LIBRARY/INFO SVCS	45400000			
LIBRARY/ARCHIVES/INFO SVCS	45400100			
FUND: FEDERAL GRANTS TRUST FUND	2261			

SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	1,098,349	385,322	362,424
ADD: REVENUES (FROM SECTION I)	(B)	7,317,628	7,900,582	7,900,582
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	8,415,977	8,285,904	8,263,006
LESS: OPERATING EXPENDITURES	(D)	7,593,645	8,085,239	8,109,719
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	136,058	135,353-	153,287
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	686,274	336,018	
NET ADJUSTMENTS (FROM SECTION III)	(H)	300,952-	26,406	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	385,322	362,424	

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE			
	STATE(S)	RESTRICTED(R)		
	NONSTATE(N)	UNRESTRICTED(U)		
31 LIBRARY SERVICES AND TECHNOLOGY ACT	N	R	385,322	362,424
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			385,322	362,424

		COL A01	COL A02	COL A03	COL A04	
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R	
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15	
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.
01 LOST BOOK FEES	000100	YES	8.0	257.12	0.00 0.00	
						2,105
TOTAL TO LINE B IN SECTION IV						2,105
SECTION II: DETAIL OF NONOPERATING EXPENDITURES						
		OBJECT	TRANSFER	CFDA		
		CODE	TO BE	NO.		
01 TRANSFER FROM 452007/2339 G&DTF CARL		810000	45400100			
						78,383- 100,000- 100,000-
TOTAL TO LINE E IN SECTION IV						78,383- 100,000- 100,000-
SECTION III: ADJUSTMENTS						
		OBJECT				
		CODE				
TOTAL TO LINE H IN SECTION IV						
SECTION IV: SUMMARY						
UNRESERVED FUND BALANCE - JULY 1	(A)					
ADD: REVENUES (FROM SECTION I)	(B)					2,105
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)					2,105
LESS: OPERATING EXPENDITURES	(D)					80,488 100,000 100,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)					78,383- 100,000- 100,000-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)					
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)					
NET ADJUSTMENTS (FROM SECTION III)	(H)					
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)					

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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 ST	MATCHING % I/C	LOC I/C	CFDA NO.			
40	PENALTIES-NSF FEES	001202	NO	8.0	257	0.00	0.00	15		
41	ADV FL ADM REGISTER-STA	001903	NO	0.0	120.55	0.00	0.00	622,568	600,000	620,000
42	ADV FL ADM REGISTER NS	001905	YES	8.0	120.55	0.00	0.00	142,050	116,000	116,000
43	MICRO/ARCHIVAL STOR-STA	001903	NO	0.0	257	0.00	0.00	894,064	940,000	950,000
44	MICRO/ARCHIVAL STOR-NS	001905	YES	8.0	257	0.00	0.00	234,811	215,000	215,000
45	CERT/COPIES/ADM REG-STA	001903	NO	0.0	120.55	0.00	0.00	928	1,000	1,000
46	CERT/COPIES/AD REG-NS	001904	NO	8.0	257	0.00	0.00	1,126	1,300	1,300
47	RECYCLING/REC MGMT-STA	001903	NO	0.0	257	0.00	0.00	3,748	3,900	4,000
48	RECYCLING/REC MGMT-NS	001905	YES	8.0	257	0.00	0.00	3,622		
49	ROYALTIES/ADMIN CODE	000115	NO	8.0	120.55	0.00	0.00	31,131	33,000	33,000
TOTAL TO LINE B IN SECTION IV								1,934,063	1,910,200	1,940,300

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO	BE	CFDA NO.			
18	TRANSFER TO GR- SERVICE CHARGE	880800			32,818	29,224	29,224
19	REFUND OF STATE REVENUES	860000			4,440	4,000	4,000
20	BUDGET ENTITY TRANSFER OUT, 2572	810000	45010200		78,413	84,067	85,340
22	REFUND OF NONSTATE REVENUES	860000			899	500	500
TOTAL TO LINE E IN SECTION IV					116,570	117,791	119,064

SECTION III: ADJUSTMENTS

	OBJECT CODE		
17	ROUNDING	991000	1
54	ADJ LINE A-PR ACCT PYBL NOT CF COMP ABSEN	991000	26,195
55	SWFS ADJ#B4500002 ADJ A/R FOR EXCESS CASH	991002	147,751-
56	ADJ LINE A-PR YR CF ENCUMBRANCES 11-12	991000	400
57	ADJ LINE A-OUTSTANDING PR YR RECEIVABLES	991000	123-
58	ADJ LINE A-PR YR CERT FORWARD/REVERSIONS	991000	48

		COL A01 ACT PR YR EXP 2012-13	COL A02 CURR YR EST EXP 2013-14	COL A03 AGY REQUEST FY 2014-15	COL A04 AGY REQ N/R FY 2014-15
STATE, DEPT OF	45000000				
PGM: LIBRARY/INFO SVCS	45400000				
<u>LIBRARY/ARCHIVES/INFO SVCS</u>	45400100				
FUND: RECORDS MANAGEMENT TF	2572				

SECTION III: ADJUSTMENTS

OBJECT
CODE

TOTAL TO LINE H IN SECTION IV

121,278-	48		
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SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	997,920	1,350,730	1,236,951
ADD: REVENUES (FROM SECTION I)	(B)	1,934,063	1,910,200	1,940,300
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	2,931,983	3,260,930	3,177,251
LESS: OPERATING EXPENDITURES	(D)	1,343,405	1,906,236	1,924,888
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	116,570	117,791	119,064
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	1,472,008	1,236,903	1,133,299
NET ADJUSTMENTS (FROM SECTION III)	(H)	121,278-	48	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	1,350,730	1,236,951	1,133,299

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
58 ADMINISTRATIVE REGISTER/ARCHIVES	S	R	1,350,730	1,236,951	1,133,299
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			1,350,730	1,236,951	1,133,299

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 45 State **Budget Period:** 2014 - 2015
Program: 0309.00.00.00 Educational Support
Fund: 2572 Records Mgmt Trust Fund

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

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

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 20 12 - 13	FY 20 13 - 14	FY 20 14 - 15
Receipts:			
<u>Records/Microfilm/Media Storage</u>	1,128,875	1,155,000	1,165,000
<u>Advertising/Fla Administrative Register</u>	764,618	716,000	736,000
<u>Cert Copies/Royalties/Recycling/Misc</u>	40,570	39,200	39,300
<u>Uncumbered Cash</u>	997,920	1,350,730	1,236,951
Total Fee Collection to Line (A) - Section	2,931,983	3,260,930	3,177,251

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	943,879	1,090,645	1,109,297
Other Personal Services	-	52,412	52,412
Expenses	137,613	554,778	554,778
Operating Capital Outlay	2,240	9,740	9,740
Contracted Services	249,798	187,059	187,059
Lease/Purchase/Equipment	1,715	3,724	3,724
TR/DMS/HR Svcs/ STW Contract	8,160	7,878	7,878
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	1,343,405	1,906,236	1,924,888

Basis Used: _____

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,931,983	3,260,930	3,177,251
TOTAL SECTION II	(B)	1,343,405	1,906,236	1,924,888
TOTAL - Surplus/Deficit	(C)	1,588,578	1,354,694	1,252,363

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2014 - 15

Department Title:	Department of State
Trust Fund Title:	Federal Grants Trust Fund - Combined
Budget Entity:	45100200/45010200/45200700/45400100/45500300
LAS/PBS Fund Number:	2261

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,155,921 (A)	0	1,155,921
ADD: Other Cash (See Instructions)	0 (B)	0	0
ADD: Investments	54,628,269 (C)	0	54,628,269
ADD: Outstanding Accounts Receivable	33,213 (D)	0	33,213
ADD: _____	0 (E)	0	0
Total Cash plus Accounts Receivable	55,817,403 (F)	0	55,817,403
LESS: Allowances for Uncollectibles	20 (G)	0	20
LESS: "A" Carry Forwards	219,093 (H)	0	219,093
"B" Carry Forwards	188,240 (H)	0	188,240
Approved "FCO" Certified Forwards	0 (H)	0	0
LESS: Other Accounts Payable (Nonoperating)	5,534 (I)	0	5,534
LESS: Deferred Revenue	81,802 (J)	0	81,802
Unreserved Fund Balance, 07/01/2013	55,322,714 (K)	0	55,322,714**

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: 2014 - 15

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

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	516,444 (A)		516,444
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	0 (D)		0
ADD: _____	0 (E)		0
Total Cash plus Accounts Receivable	516,444 (F)	0	516,444
LESS: Allowances for Uncollectibles	0 (G)		0
LESS: "A" Carry Forwards	33,179 (H)		33,179
"B" Carry Forwards	97,943 (H)		97,943
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Non-operating)	0 (I)		0
LESS: _____	0 (J)		0
Unreserved Fund Balance, 07/01/2013	385,322 (K)	0	385,322 **

Notes:

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** 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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Records Management Trust Fund - Library Services
LAS/PBS Fund Number:	45400100
	2572

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,446,243 (A)		1,446,243
ADD: Other Cash (See Instructions)	0 (B)		0
ADD: Investments	0 (C)		0
ADD: Outstanding Accounts Receivable	80,927 (D)	0	80,927
ADD: _____	0 (E)		0
Total Cash plus Accounts Receivable	1,527,170 (F)	0	1,527,170
LESS: Allowances for Uncollectibles	0 (G)		0
LESS: "A" Carry Forwards	12,919 (H)		12,919
"B" Carry Forwards	4,998 (H)		4,998
Approved "FCO" Certified Forwards	0 (H)		0
LESS: Other Accounts Payable (Non-operating)	0 (I)	147,751	147,751
LESS: Service Charge to General Revenue	10,771 (J)		10,771
Unreserved Fund Balance, 07/01/2013	1,498,481 (K)	-147,751	1,350,730 **

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

Department Title:	<u>Budget Period: 2014 - 2015</u> <u>Department of State</u>
Trust Fund Title:	<u>Records Management Trust Fund</u>
LAS/PBS Fund Number:	<u>2572</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/13

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,408,898 (A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)	 (B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	-147,751 (C)
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Add/Subtract Other Adjustment(s):

Current Compensated Absences Liability	32,282 (D)
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Compensated Absences Liability	62,300 (D)
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Invested In Capital Assets Net	(5,299) (D)
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Furniture and Equipment	102,450 (D)
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Acc Depr - Furniture And Equipment	(97,151) (D)
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Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(4,998) (D)
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ADJUSTED BEGINNING TRIAL BALANCE:	1,350,730 (E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	1,350,730 (F)
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DIFFERENCE:	0 (G)*
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***SHOULD EQUAL ZERO.**



FLORIDA DEPARTMENT *of* STATE

Cultural Affairs Schedule I Series

										COL A01	COL A02	COL A03	COL A04
										ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
										EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
STATE, DEPT OF	45000000												
PGM: CULTURAL AFFAIRS	45500000												
CULTURAL AFFAIRS	45500300												
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.					
11	NAT'L ENDOWMENT F/ARTS	000700	NO	0.0	265.606	25.00	C	25.00	C	45.025	808,600	834,737	834,737
12	PRIOR YR REFUND	001800	NO	0.0	216.177	0.00		0.00			137	1,200	1,200
TOTAL TO LINE B IN SECTION IV										808,737	835,937	835,937	
SECTION II: DETAIL OF NONOPERATING EXPENDITURES													
					OBJECT	TRANSFER	CFDA						
					CODE	TO BE	NO.						
TOTAL TO LINE E IN SECTION IV													
SECTION III: ADJUSTMENTS													
					OBJECT								
					CODE								
13	SEPTEMBER 2012 CF REVERSIONS				991000						425		
TOTAL TO LINE H IN SECTION IV										425			
SECTION IV: SUMMARY													
UNRESERVED FUND BALANCE - JULY 1	(A)										40,982	31,966	31,164
ADD: REVENUES (FROM SECTION I)	(B)										808,737	835,937	835,937
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)										849,719	867,903	867,101
LESS: OPERATING EXPENDITURES	(D)										818,178	836,739	846,912
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)												
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)												
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)										31,541	31,164	20,189
NET ADJUSTMENTS (FROM SECTION III)	(H)										425		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)										31,966	31,164	20,189

		COL A01	COL A02	COL A03	COL A04
		ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
		EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
STATE, DEPT OF	45000000				
PGM: CULTURAL AFFAIRS	45500000				
<u>CULTURAL AFFAIRS</u>	45500300				
FUND: FEDERAL GRANTS TRUST FUND	2261				

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE				
	STATE(S)	RESTRICTED(R)			
	NONSTATE(N)	UNRESTRICTED(U)			
14 NATIONAL ENDOWMENT FOR THE ARTS	N	R	31,966	31,164	20,189
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			31,966	31,164	20,189

							COL A01	COL A02	COL A03	COL A04
							ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
							EXP 2012-13	EXP 2013-14	FY 2014-15	FY 2014-15
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.				
15 PRIOR YEAR REFUNDS	001800	NO	0.0	000	0.00 0.00		144			
TOTAL TO LINE B IN SECTION IV							144			
SECTION II: DETAIL OF NONOPERATING EXPENDITURES										
				OBJECT	TRANSFER	CFDA				
				CODE	TO BE	NO.				
16 BE TRANSFER IN 45200700/2339				810000	45500300		1,367,157-	1,463,828-	1,476,552-	
TOTAL TO LINE E IN SECTION IV							1,367,157-	1,463,828-	1,476,552-	
SECTION III: ADJUSTMENTS										
				OBJECT						
				CODE						
04 ROUNDING				991000			1-			
05 SEPTEMBER 2012 CERT FORWARD/REVERSIONS				991000			414			
TOTAL TO LINE H IN SECTION IV							413			
SECTION IV: SUMMARY										
UNRESERVED FUND BALANCE - JULY 1	(A)									
ADD: REVENUES (FROM SECTION I)	(B)						144			
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)						144			
LESS: OPERATING EXPENDITURES	(D)						1,367,714	1,463,828	1,476,552	
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)						1,367,157-	1,463,828-	1,476,552-	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)									
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)						413-			
NET ADJUSTMENTS (FROM SECTION III)	(H)						413			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)									

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2014 - 15

Department Title:

Department of State

Trust Fund Title:

Federal Grants Trust Fund - Combined

Budget Entity:

45100200/45010200/45200700/45400100/45500300

LAS/PBS Fund Number:

2261

	Balance as of 6/30/2013	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,155,921 (A)	0	1,155,921
ADD: Other Cash (See Instructions)	0 (B)	0	0
ADD: Investments	54,628,269 (C)	0	54,628,269
ADD: Outstanding Accounts Receivable	33,213 (D)	0	33,213
ADD: _____	0 (E)	0	0
Total Cash plus Accounts Receivable	55,817,403 (F)	0	55,817,403
LESS: Allowances for Uncollectibles	20 (G)	0	20
LESS: "A" Carry Forwards	219,093 (H)	0	219,093
"B" Carry Forwards	188,240 (H)	0	188,240
Approved "FCO" Certified Forwards	0 (H)	0	0
LESS: Other Accounts Payable (Nonoperating)	5,534 (I)	0	5,534
LESS: Deferred Revenue	81,802 (J)	0	81,802
Unreserved Fund Balance, 07/01/2013	55,322,714 (K)	0	55,322,714 **

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

Department Title:	Budget Period: 2014 - 15
Trust Fund Title:	Department of State
Budget Entity:	Federal Grants Trust Fund - Cultural Affairs
LAS/PBS Fund Number:	45500300
	2261

	Balance as of 6/30/2013		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	31,966	(A)		31,966
ADD: Other Cash (See Instructions)	0	(B)		0
ADD: Investments	0	(C)		0
ADD: Outstanding Accounts Receivable	0	(D)		0
ADD: _____	0	(E)		0
Total Cash plus Accounts Receivable	31,966	(F)	0	31,966
LESS Allowances for Uncollectibles	0	(G)		0
LESS "A" Carry Forwards	0	(H)		0
"B" Carry Forwards	0	(H)		0
Approved "FCO" Certified Forwards	0	(H)		0
LESS: Other Accounts Payable (Non-operating)	0	(I)	0	0
LESS: _____	0	(J)		0
Unreserved Fund Balance, 07/01/2013	31,966	(K)	0	31,966 **

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: 2014-2015

Department: Department of State

Chief Internal Auditor: John L. Greene

Budget Entity: 45010200

Phone Number: 850-245-6195

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/ AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
OIG Report No. 2013-06	21-Dec-12	Follow Up to Audit of the Department Ethics Policy Audit Report Number 2011-010	<p><u>Audit Finding #1:</u> The department complied with the requirements of the Executive Order 11-03</p> <p><u>Recommendation:</u> We recommend the Ethics Officer work to continuously improve the department’s ethics program by coordinating with executive management and appropriate offices to continue an annual webinar on ethics, public records and open meeting requirement; maintain record of attendance; and all new hires will receive training upon appointment of position.</p>	<p>1.The Ethics Officer hosted four webinars in March 2011 and is planning to host another annual webinar in 2013.</p> <p>2. We randomly selected employees who were employed at the time of the last Ethic’s webinar and verified that employees had attended the webinar on Ethic Policy and completed the acknowledgement form.</p> <p>3. We randomly selected a sample of new hires’ personnel files and verified without exception that new hires had completed the Acknowledgement form certifying that the individual has received and reviewed the Department of State’s Power Point</p>	

REPORT NUMBER	PERIOD ENDING	UNIT/ AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
OIG Report No. 2013-19	25-Jun-13	Follow Up to the Contract Review Process Audit Report Number 2012-06	<p><u>Audit Finding #1: Purchasing Policy and Procedures do not adequately address certain items related to purchasing, contracts and contract monitoring.</u></p> <p><u>Recommendation:</u> 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>1. We verified that the purchasing manual had been updated and language has been added to review the manual at least annually. The new purchasing manager is in the process of revising the procedures for contracts and contract monitoring.</p> <p>2. We verified that since the arrival of the new purchasing manager, the purchasing staff has developed desk top procedures for the processing of requisitions and the administration of the Department's P-card program. The purchasing manager is the process of developing desk top procedures for processes such as ITB, ITN and RFP.</p> <p>3. We verified that the manual had been updated and language had been added to the manual to update the manual at least annually after each legislative session. The purchasing manager is in the process of reviewing, updating and developing contract templates.</p> <p>4. We verified that purchasing personnel attended the OIG Contract/Grant Monitoring training in November of 2012. The Division will be hosting Department procurement training after all the changes in procedures from the recent passed legislation is implemented by DFS and DMS and the Division has updated the Department's procedures.</p>	

Fiscal Year 2014-15 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of State/ 45000000
Agency Budget Officer/OPB Analyst Name: Christie Burrus/ Traci Ray

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, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y	Y
AUDITS:						
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y
1.4 Has security been set correctly? (CSDR, CSA)	Y	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.						
2. EXHIBIT A (EADR, EXA)						
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 29)? 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 29) been followed?	Y	Y	Y	Y	Y	Y
3. EXHIBIT B (EXBR, EXB)						
3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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
AUDITS:						
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.						
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.						

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.						
4. EXHIBIT D (EADR, EXD)						
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 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.						
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y
AUDITS:						
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.						
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.						
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 2012-13 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.						
6. EXHIBIT D-3 (ED3R, ED3) (Not required to be submitted in the LBR - for analytical purposes only.)						
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.						
7. EXHIBIT D-3A (EADR, ED3A)						
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 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 67-68 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 71 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
7.4	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 (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A	N/A	N/A	N/A
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	Yes	N/A	Yes	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. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	N/A	N/A	N/A	N/A	N/A
7.16	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 28 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
7.17	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
7.18	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
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 14-006?	Y	Y	Y	Y	Y	Y
AUDIT:							
7.20	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")	Y	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	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
7.22	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A
7.23	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A
7.24	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)))	N/A	N/A	Y	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run 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 2013-14 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.						
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)							
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y	Y
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

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
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.)	N/A	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A	N/A
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/A	Y	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?	N/A	N/A	Y	N/A	N/A	N/A
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling	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?	N/A	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions appropriately shown in column	N/A	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
AUDITS:						
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)					
		4501	4510	4520	4530	4540	4550
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	N/A	N/A	N/A	N/A	N/A	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 128 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.						
9. SCHEDULE II (PSCR, SC2)							
AUDIT:							
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)							
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 91 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 98 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)							
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.						
12. SCHEDULE VIIIA (EADR, SC8A)							
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can now be included in the priority listing.	Y	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)							
13.1	NOT REQUIRED FOR THIS YEAR						

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 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
15. SCHEDULE VIIC (EADR, S8C) (LAS/PBS Web - see page 105-107 of the LBR Instructions for detailed instructions)						
15.1 Agencies are required to generate this schedule via the LAS/PBS Web.	Y	Y	Y	Y	Y	Y
15.2 Does the schedule include at least three and no more than 10 unique reprioritization issues, in priority order? Manual Check.	Y	Y	Y	Y	Y	Y
15.3 Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	Y	Y	Y	Y	Y	Y
15.4 Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	Y	Y	Y	Y	Y	Y
15.5 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	Y	Y	Y	Y	Y	Y
AUDIT:						
15.6 Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y	Y
16. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 108-112 of the LBR Instructions for detailed instructions)						
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)						
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3 Does the FY 2012-13 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	Y	Y
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y	Y
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y	Y
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y	Y	Y	Y
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
17. MANUALLY PREPARED EXHIBITS & SCHEDULES						
17.1 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

Action	Program or Service (Budget Entity Codes)					
	4501	4510	4520	4530	4540	4550
17.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y	Y
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.						
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.						
18. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	Yes	N/A	N/A	N/A
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	Yes	N/A	N/A	N/A
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP	N/A	N/A	Yes	N/A	N/A	N/A
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	No	N/A	N/A	N/A
18.5 Are the appropriate counties identified in the narrative?	N/A	N/A	Yes	N/A	N/A	N/A
18.6 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?	N/A	N/A	Yes	N/A	N/A	N/A
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
19. FLORIDA FISCAL PORTAL						
19.1 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